

CareerTech Information Management System (CTIMS)

Instructional Framework Guidebook



OKLAHOMA
CareerTech

IMD

Information Management Division

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CTIMS Support

If you have questions about submitting information in CTIMS, please contact CTIMS Support at CTIMSSupport@careertech.ok.gov, or contact:

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Help and Troubleshooting

If you do not have a CTIMS account set up or are having trouble with the navigation or software, contact CTIMSSupport@careertech.ok.gov. Send a message describing your problem. Include your school name and your telephone number and we will contact you. Someone is always monitoring that inbox and will return your email swiftly.

If you have forgotten your password, click the **Forgot your password?** link to reset.

For helpful tips, see the [CTIMS Helpful Hints](#) section of this document.

CTIMS Customer Support Contact

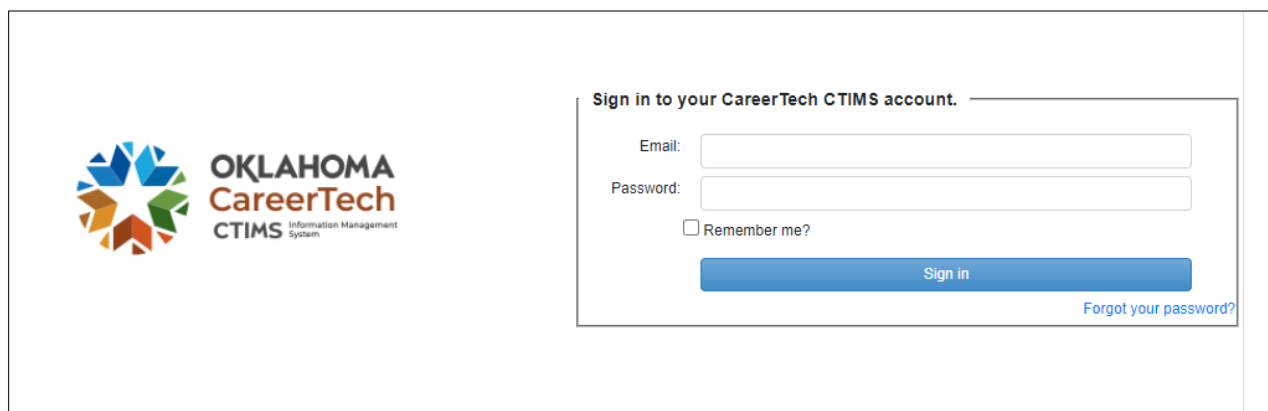
Rebecca Saxon

Office: (405) 743-5134

Email: CTIMSSupport@careertech.ok.gov

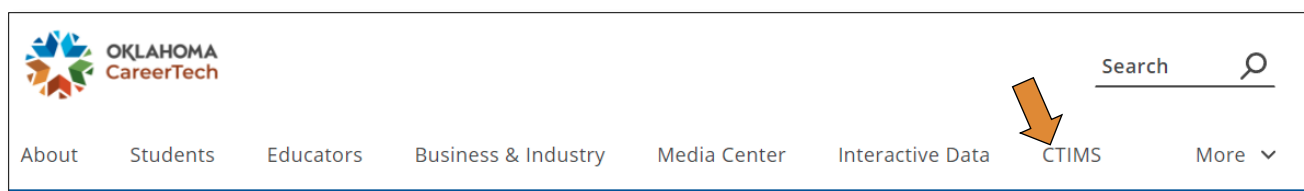
Logging into CTIMS

Sign in using your school email and CTIMS password at <https://ctims.okcareertech.org/CTBDSWeb>

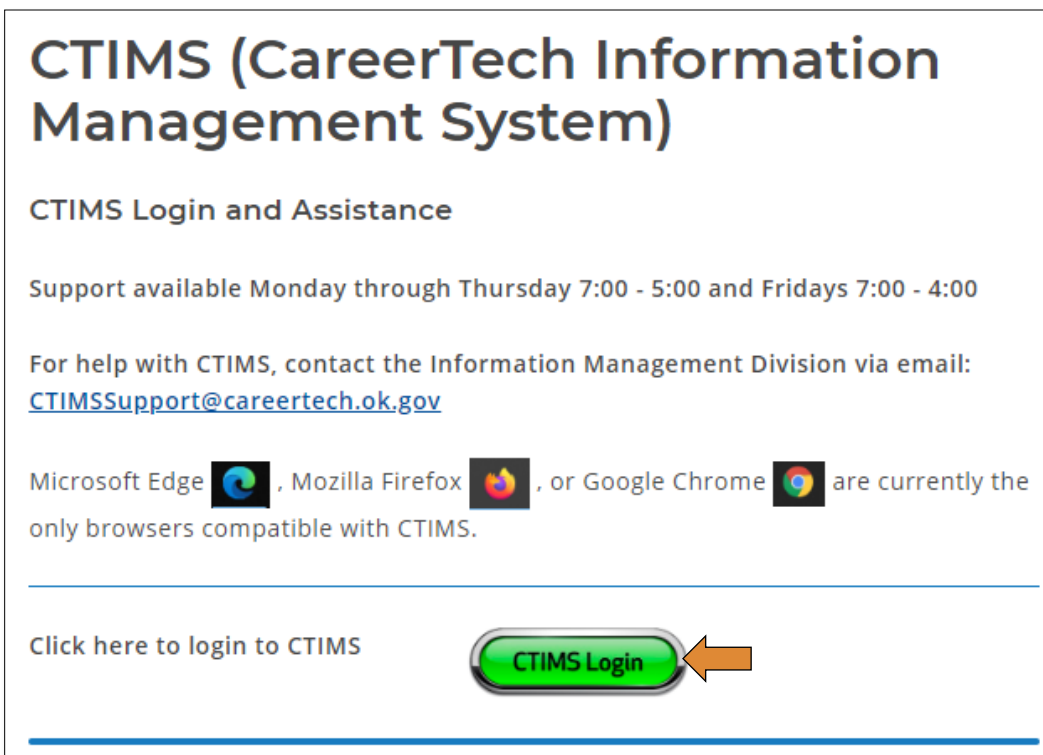


The screenshot shows the CTIMS login interface. On the left is the Oklahoma CareerTech CTIMS logo. On the right is a sign-in box with the heading "Sign in to your CareerTech CTIMS account." It contains fields for "Email:" and "Password:", a "Remember me?" checkbox, a blue "Sign in" button, and a link for "Forgot your password?"

Or, go to [CareerTech \(oklahoma.gov\)](https://oklahoma.gov) and select the **CTIMS** tab.



On the CTIMS website, select the green **CTIMS Login** button.



The screenshot displays the CTIMS website home page. At the top is the title "CTIMS (CareerTech Information Management System)". Below it is the section "CTIMS Login and Assistance" with support hours: "Support available Monday through Thursday 7:00 - 5:00 and Fridays 7:00 - 4:00". It provides contact information: "For help with CTIMS, contact the Information Management Division via email: CTIMSSupport@careertech.ok.gov". It also lists compatible browsers: "Microsoft Edge", "Mozilla Firefox", and "Google Chrome". At the bottom, there is a link "Click here to login to CTIMS" and a green "CTIMS Login" button, which is highlighted by an orange arrow.

Approval Process Overview

Approval Process	
IFW Role	Process
Technology Center – IFW Submitter	Creates, completes, saves & submits the requests.
IFW – Local Financial Aid Approval	1 st approval. Reviews & approves/rejects requests.
ODCTE – Occupational Approval	2 nd approval. ODCTE occupational division reviews & approves/rejects requests.
ODCTE – IFW Financial Aid Approval	3 rd Approval. ODCTE financial aid staff reviews & approves/rejects the request.

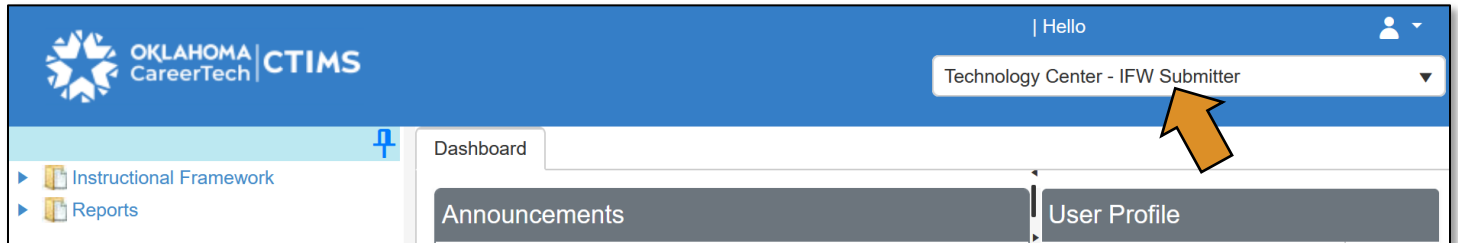
NOTE:

- The IMD team sent out the programs that were approved last year for your technology center. If you did not receive this, please email CTIMSupport@careertech.ok.gov.
- Rollover is not an option this year. The occupational divisions at ODCTE have worked very hard and have put in many hours at creating templates for you to use. The process should be seamless for you to submit your programs. If you have any questions about any template or a specific program's content please reach out to the occupational division for that program.
- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.

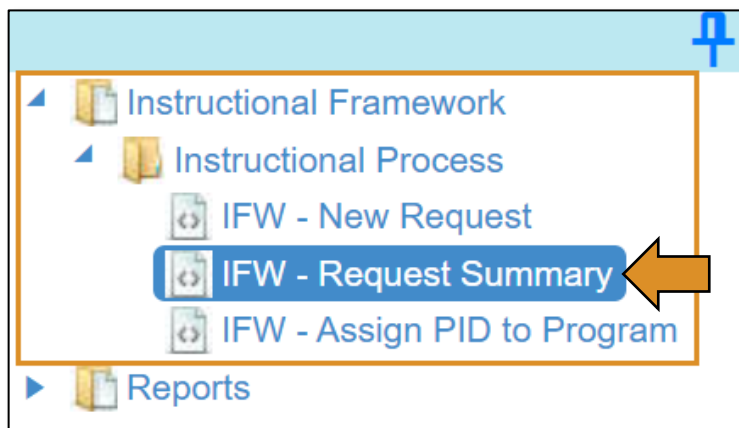
Technology Center – IFW Submitter

If you have more than one role in CTIMS make sure you have the correct role selected. Verify that you are signed in with the role of **Technology Center – IFW Submitter** in the top right-hand corner. Use the drop-down arrow to select your role, if necessary.

If you do not see **Technology Center – IFW Submitter**, contact CTIMSSupport@careertech.ok.gov



- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **IFW – Request Summary** link.



IFW Request Summary List

1. **Planned Year***: This will default to the current planned year.
2. **Implementation Year***: This will default to the following school year.
3. **Hierarchy Type**: This will default to 'State Program 2122.'
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
 - a. If you will be choosing for more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name. **Hint**: if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.
6. Click **Search**.

The screenshot shows the 'IFW Request Summary List' form. It includes sections for 'Planned Calendar' (Planned Year: 2022-2023, Start Date: 07/01/2022, End Date: 06/30/2023) and 'Implementation Calendar' (Implementation Year: 2023-2024, Start Date: 07/01/2023, End Date: 06/30/2024). The 'Hierarchy Type' is set to 'State Program'. Under 'District Information', 'District Type' is 'Technology Center Districts' and 'District Name*' is 'Search District Name'. Under 'Site Information', 'Site Type' is 'Technology Sites', '5a.' is checked for 'Check for Multiple Site(s)', and 'Sites(s)*' is 'Search sites...'. A blue 'Search Request(s)' button is at the bottom, with an orange arrow pointing to it. Numbered callouts 1 through 6 highlight the various input fields.

IFW Request Summary List Screen

As you begin to process your requests or create new requests, they will appear on the **IFW – Request Summary List** screen.

- Click the **Request Number** to begin the process of making necessary changes to the program. Once submitted, this request will go through the approval process.

The screenshot shows the 'IFW Request Summary List' screen. It includes a 'Note:' section with buttons for 'Save changes', 'Cancel changes', 'Export to Excel', and 'Refresh'. Below is a table with columns: 'Act', 'Approval Stage', 'Approval Status', 'Rollover Option', 'Submitted On', 'Organization Name', 'State Program', 'State Program Hrs.', 'Request Number', and 'Local Programs'. The first row shows a 'New-Draft' request. The 'Request Number' column contains the value 'InsFrm-2223-2324-TCS...'. An orange arrow points to this value.

Act	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program	State Program Hrs.	Request Number	Local Programs
▶	✓	New-Draft						InsFrm-2223-2324-TCS...	

Division:

- Select the **Division** that the program will fall under.
- Click **Save & Continue**.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Instructional Framework Request Process Refresh Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Division

Division Code	Name
<input checked="" type="radio"/> 005	BMITE
<input type="radio"/> 004	F&CS
<input type="radio"/> 003	Health
<input type="radio"/> 007	STEM
<input type="radio"/> 006	T&I
<input type="radio"/> 002	Marketing Education
<input type="radio"/> 001	Agricultural Education

1 - 7 of 7 items

Refresh Save & Continue Next Step Go to End

Cluster:

- Select the **Cluster**.
- Click **Save & Continue**.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Instructional Framework Request Process Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Cluster

Cluster Code	Cluster Description	Division Code Name
<input type="radio"/> BA	Business Management And Administration	005 - BMITE
<input type="radio"/> FN	Finance	005 - BMITE
<input checked="" type="radio"/> IT	Information Technology	005 - BMITE
<input type="radio"/> MK	Marketing	005 - BMITE
<input type="radio"/> 000	000	005 - BMITE

1 - 5 of 5 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

Pathway:

- Select the Pathway.
- Click Save & Continue.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

School Pathway

Pathway Code	Pathway Description	Cluster Code	Cluster Description
<input type="radio"/> IT002	Information Support And Services	IT - Information Technology	
<input type="radio"/> IT001	Network Systems	IT - Information Technology	
<input type="radio"/> IT004	Programming And Software Development	IT - Information Technology	
<input checked="" type="radio"/> IT003	Web And Digital Communications	IT - Information Technology	
<input type="radio"/> AR001	Audio and Video Technology	IT - Information Technology	

1 - 5 of 5 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

State Program:

- Select State Program.
- Click Save & Continue.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

School State Program

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
<input type="radio"/> IT0036000	Animation Technology		480.00	The Animation Technology State ...	IT003 - Web And Digital C	
<input checked="" type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C	
<input type="radio"/> IT0036002	Digital Design and Publishing		480.00	The Digital Design and Publishing...	IT003 - Web And Digital C	
<input type="radio"/> IT0036003	Game Design / Development		480.00	The Game Design/Development ...	IT003 - Web And Digital C	
<input type="radio"/> IT0036004	Multimedia Technology - Advanced		900.00	The Multimedia Technology State ...	IT003 - Web And Digital C	
<input type="radio"/> IT0036005	Web Design and Development / I...		900.00	The Web Design/Development St...	IT003 - Web And Digital C	
<input type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C	
<input type="radio"/> IT0036001	Audio and Video Technology / IT - ...		840.00	The Audio and Video Technology I...	IT003 - Web And Digital C	
<input type="radio"/> IT0036006	Animation Technology - Advanced	900.00		The Animation Technology State ...	IT003 - Web And Digital C	
<input type="radio"/> IT0036007	Audio and Video Technology / IT	480.00		The Audio and Video Technology I...	IT003 - Web And Digital C	
<input type="radio"/> IT0036008	Digital Design and Publishing - Ad...	840.00		The Digital Design and Publishing...	IT003 - Web And Digital C	
<input type="radio"/> IT0036009	Game Design / Development - Ad...			The Game Design/Development ...	IT003 - Web And Digital C	
<input type="radio"/> IT0036010	Multimedia Technology	480.00		The Multimedia Technology State ...	IT003 - Web And Digital C	
<input type="radio"/> IT0036011	Web Design and Development / IT	480.00		The Web Design/Development St...	IT003 - Web And Digital C	

1 - 14 of 14 items

Refresh Back to Beginning One Step Back Save & Continue Next Step Go to End

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance ed. information.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100 DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

- A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- Click the **Save & Close** button within the pop-up box.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-2223-2324-TCSKS

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

View / Edit Local Program

Close Save & Close

Division Local Program Name Video Production Assistant

Division Local Program Code IT0030003

Local Program Hours 480.00

Tech Center Local Program Name Video Production Assistant

Will federal student aid be offered ☐

Will VA or GI Bill funding be offered ☐

Will DE be offered for this program ☐

Will instruction be delivered 100 percent DE ☐

If DE yes what percent of clock hours will be DE 0

If DE yes what percent of clock hours will be onsite 0

If DE what delivery method and or learning system is being used 0

If DE will this program ALSO be offered 100 percent onsite ☐

Close Save & Close

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Dashboard IFW - Request Summary Instructional Framework Request Process

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100% DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Course(s):

Applicable course names will appear.

- If there is more than one option, you can select one or more of these by clicking on the check box in the column to the left of the **Details** column.
 - If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.

Instructional Framework Request Process

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab.

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100% DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	State Program Code
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	IT003

Course

	Details	Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code	Division Local Program
<input checked="" type="checkbox"/>	View / Edit Course Add New Course	Custom Course	0	C00000				Video Production Assis

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- Click on the **View / Edit Course** link to enter the Course Name & Hours.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-2223-2324-TCSKSTPRO

Select – Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

View / Edit Course

Close Save & Close

Course Name: Custom Course

Course Hours: 0.00

Course Code: C00000

Academic Credit:

OHLAP Credit:

OCAS Subject Code:

Close Save & Close

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	State
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	ITT

Course

Details Course Name Course Hours Course Code Academic Credit OHLAP Credit OCAS Subject Code Division Local Program

View / Edit Course Add New Course

Custom Course 0 C00000

Video Production Assis

- If you want to add a new custom course, click on the **Add New Course** link.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Select – Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	State
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	ITT

Course

Details Course Name Course Hours Course Code Academic Credit OHLAP Credit OCAS Subject Code Division Local Program

View / Edit Course Add New Course

Custom Course 0 C00000

Video Production Assis

1 - 1 of 1 items

- A pop-up box will appear. Make the needed changes/updates.
- Type in the **Search from Existing Data** search bar to see if the course already exists.
 - If the course already exists, select it, and the fields will populate with what is in that template. If you would like to change the **Course Name** or **Hours**, go ahead.
- Click the **Save & Close** button within the pop-up box.
 - You will now see the course you added.

- Click **Save & Continue** at the top or bottom of the screen to move to the CIP screen.

CIP Code:

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification:

Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
 - If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Click **Save and Continue**.

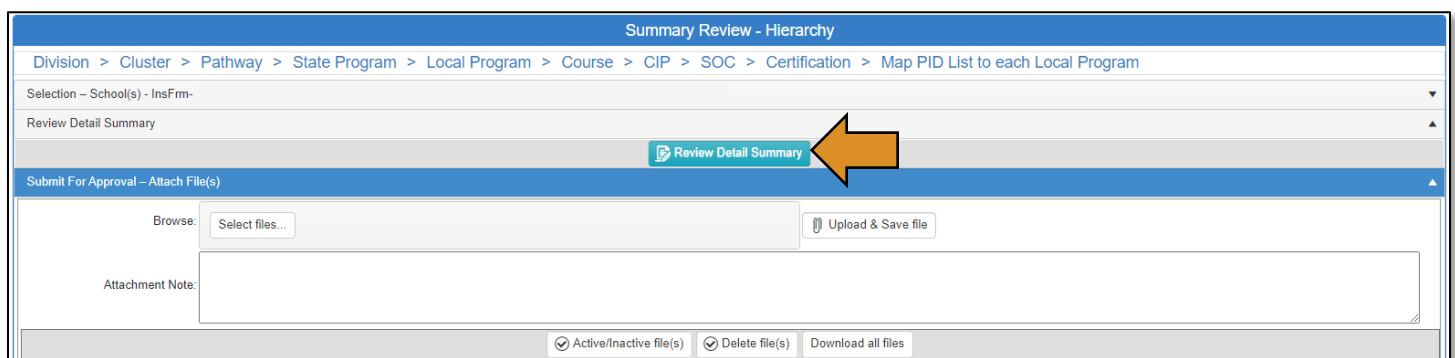
PID/Teacher:

****PID's are Position ID's.** They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSupport@careertech.ok.gov.
- Click the **Save & Continue** button.

Summary Review/Submitting Request:

- On the **Summary Review-Hierarchy** screen, click the **View Detail Summary** button to see a summary report of your request. (This might take a few seconds to pull up.)



- Click **Go to Detail of Local Program Request** in the populated report to see all information. You can export this to Excel, CSV or PDF, if you'd like.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: Draft InsFrm-

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Administrative Support - Advanced	BA0026000	900.00	Administrative Assistant	480.00	Custom Course -	0
Total						0

- Once you are comfortable with the request, click one the **Review Detail Summary** tab to close that window.
- Upload attachments if you need too.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

Submit For Approval - Attachment(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

- Click on one or both of the acknowledgement boxes and add an **acknowledgement note**.
- You can either click the **Save Draft** button to review and submit at a later date, or you can click **Submit for Approval**.

Submit For Approval - Acknowledge select either one of them

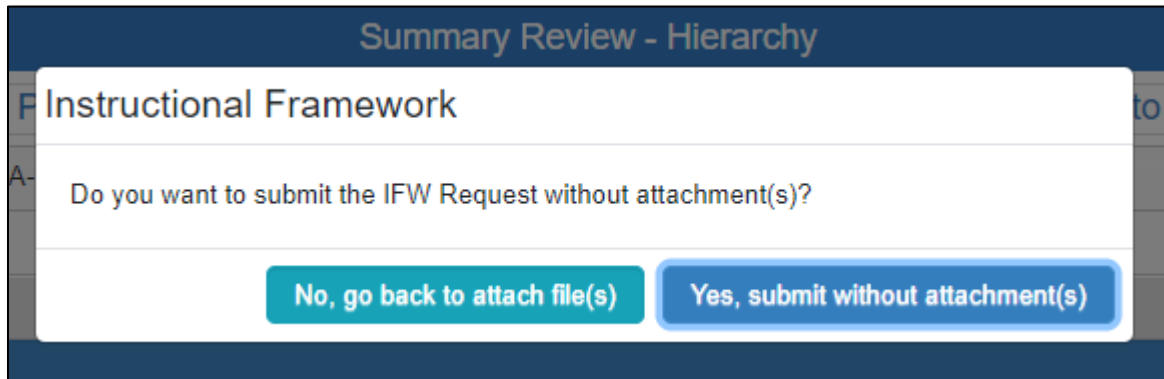
☐ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

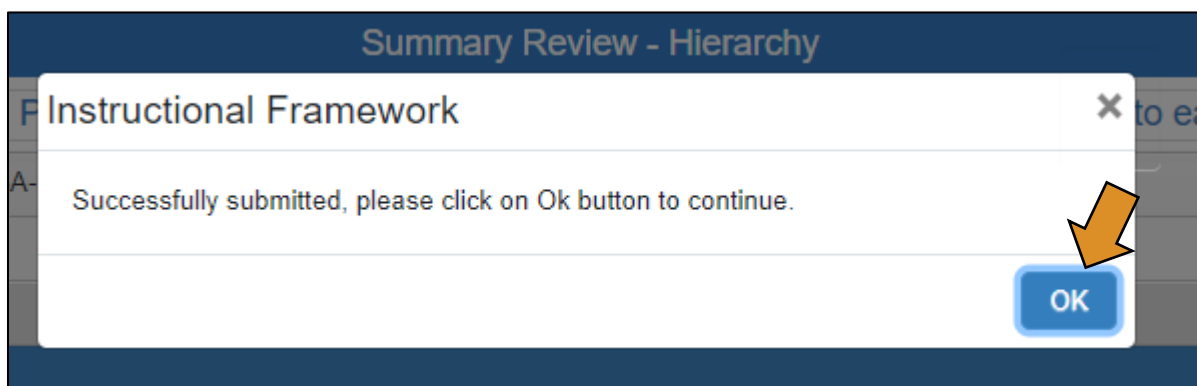
Acknowledgement Note:

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

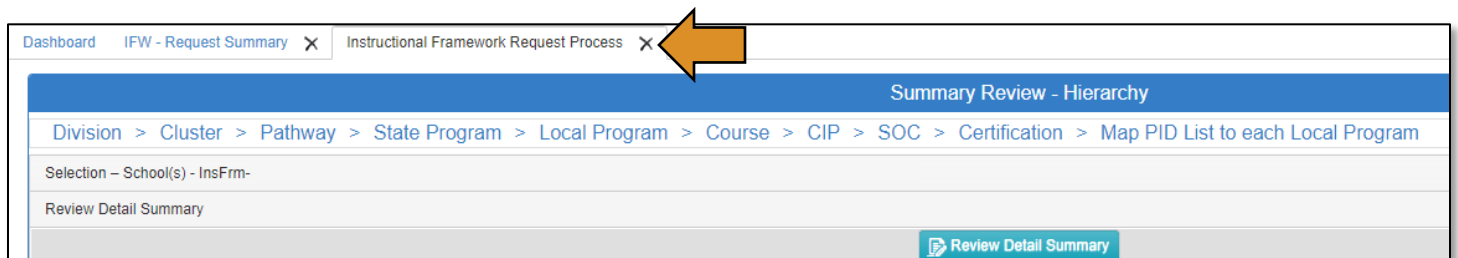
- After submitting for Approval, you will see a pop-up box asking if you would like to submit without attachments. Choose whichever option is accurate.



- If you select, Yes, submit without attachment(s), you will see another pop-up box indicating that the request has been successfully submitted. Click **OK**.



- Click the X on *the Instructional Framework Request Process* tab to close that screen.



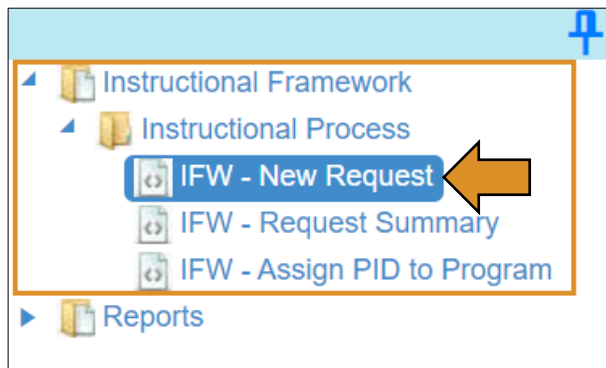
Request a New Program

***NOTE:** Programs offered online, but not approved for Title IV Distance Education Eligibility should be entered separately with “online” at the end of the program name.

For example: your district has a fulltime Bookkeeping program approved for Title IV (Pell/Federal Student Aid) and has an online version of bookkeeping that is not approved for Title IV. Even if these two programs have the same name and hours, they should be entered separately.

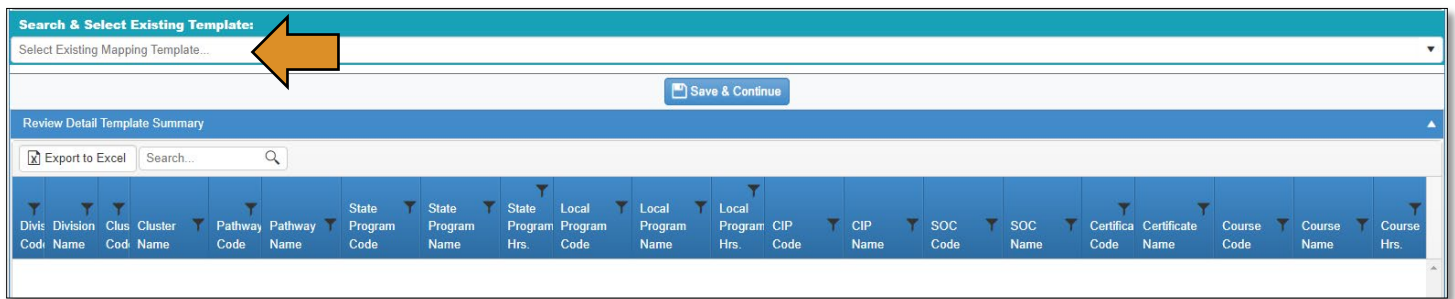
1. Bookkeeping (program in person and/or with Title IV approved DE)
2. Bookkeeping – ONLINE (correspondence type version not approved for Pell)

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW – New Request** link.



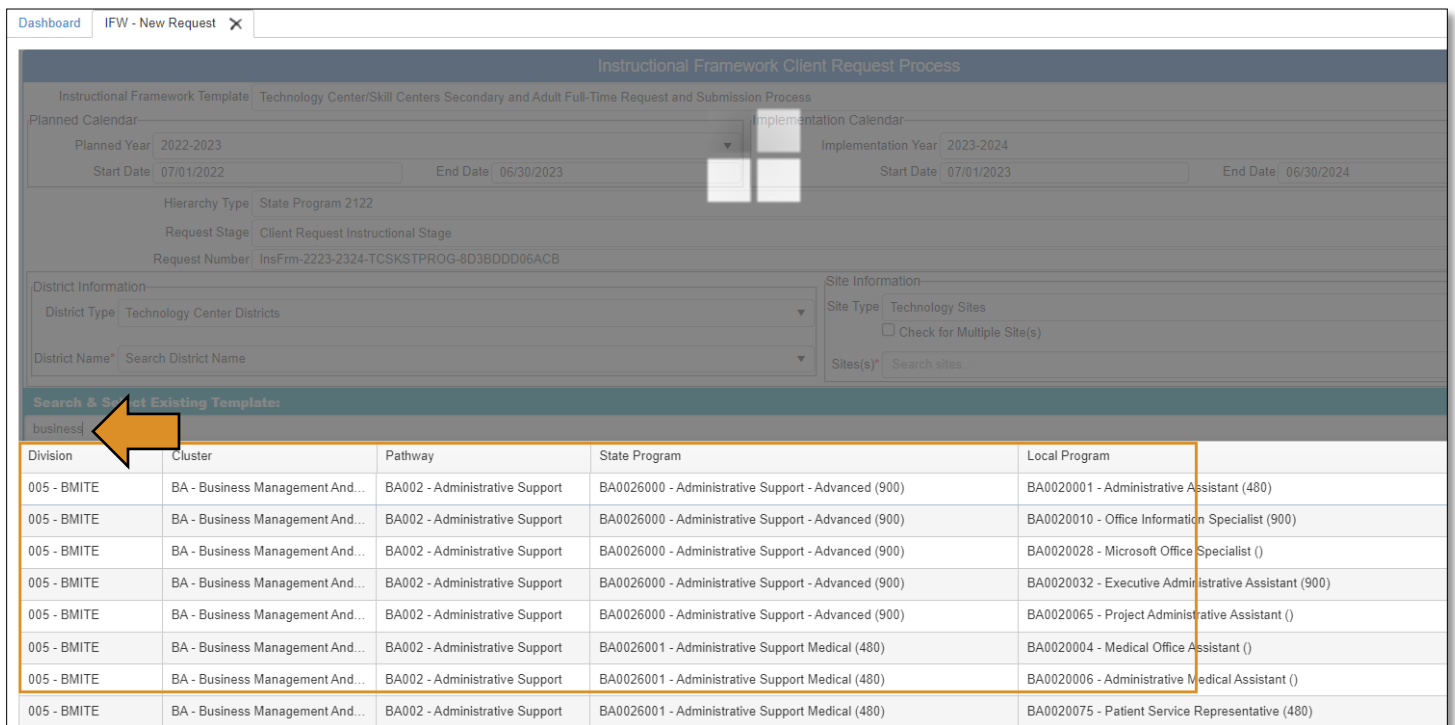
1. **Planned Year***: This should default to the current calendar year.
2. **Implementation Year***: This should default to the next calendar year.
3. Confirm the **Start Date*** and **End Date*** for the *Planned* (current FY) & *Implementation* (next FY) years are correct.
4. **District Name***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Select the Site(s)***: Start typing the first 3 letters of the site and choose from the drop-down.
 - a. If you will be choosing more than one site, click the box next to **Check for Multiple Site(s)** first – then type the school name. **Hint:** if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.

- In the **Search & Select Existing Template:** search box, start typing the State Program or Division.



The screenshot shows the top section of the application interface. At the top, there is a teal header bar with the text "Search & Select Existing Template:". Below this is a search box with the placeholder text "Select Existing Mapping Template...". An orange arrow points to this search box. To the right of the search box is a "Save & Continue" button. Below the search box is a blue bar with the text "Review Detail Template Summary". Below this is another search box with the placeholder text "Search...". Below the search box is a table with columns for various fields: Divis, Division, Clus, Cluster, Pathway, Pathway, State, State, State, Local, Local, Local, CIP, CIP, SOC, SOC, Certifica, Certificate, Course, Course, Course. The table is currently empty.

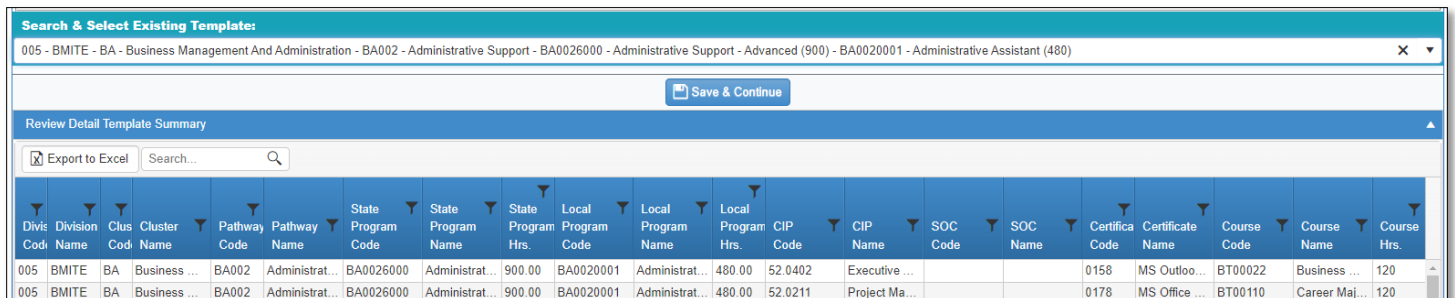
- As you type, you will see the available templates for that program or division pull up.
- Select the correct option paying close attention to the hours that are in parenthesis next to the program name.



The screenshot shows the "Instructional Framework Client Request Process" form. The form has a header bar with the text "Instructional Framework Client Request Process". Below the header bar is a section for "Planned Calendar" and "Implementation Calendar". The "Planned Calendar" section has fields for "Planned Year" (2022-2023), "Start Date" (07/01/2022), and "End Date" (06/30/2023). The "Implementation Calendar" section has fields for "Implementation Year" (2023-2024), "Start Date" (07/01/2023), and "End Date" (06/30/2024). Below these sections is a section for "Hierarchy Type" (State Program 2122), "Request Stage" (Client Request Instructional Stage), and "Request Number" (InsFrm-2223-2324-TCSKSTPROG-8D3BDD06ACB). Below this is a section for "District Information" and "Site Information". The "District Information" section has fields for "District Type" (Technology Center Districts), "District Name" (Search District Name), and "Site Information" (Technology Sites, Check for Multiple Site(s), Sites(s) Search sites). Below the "District Information" and "Site Information" sections is a section for "Search & Select Existing Template:". An orange arrow points to this section. Below the "Search & Select Existing Template:" section is a table with columns for Division, Cluster, Pathway, State Program, and Local Program. The table contains 8 rows of data. The first row is highlighted in orange. The table data is as follows:

Division	Cluster	Pathway	State Program	Local Program
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020001 - Administrative Assistant (480)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020010 - Office Information Specialist (900)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020028 - Microsoft Office Specialist ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020032 - Executive Administrative Assistant (900)
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026000 - Administrative Support - Advanced (900)	BA0020065 - Project Administrative Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020004 - Medical Office Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020006 - Administrative Medical Assistant ()
005 - BMITE	BA - Business Management And...	BA002 - Administrative Support	BA0026001 - Administrative Support Medical (480)	BA0020075 - Patient Service Representative (480)

- After you select a template, the grid will appear at the bottom. Feel free to export this to excel or just look at it on the screen.
- Once you know have selected the correct template. Click **Save & Continue**.



The screenshot shows the "Search & Select Existing Template" search box. The search box contains the text "005 - BMITE - BA - Business Management And Administration - BA002 - Administrative Support - BA0026000 - Administrative Support - Advanced (900) - BA0020001 - Administrative Assistant (480)". An orange arrow points to this search box. Below the search box is a "Save & Continue" button. Below the "Save & Continue" button is a blue bar with the text "Review Detail Template Summary". Below the blue bar is a search box with the placeholder text "Search...". Below the search box is a table with columns for various fields: Divis, Division, Clus, Cluster, Pathway, Pathway, State, State, State, Local, Local, Local, CIP, CIP, SOC, SOC, Certifica, Certificate, Course, Course, Course. The table contains 2 rows of data. The first row is highlighted in orange. The table data is as follows:

Divis	Division	Clus	Cluster	Pathway	Pathway	State	State	State	Local	Local	Local	CIP	CIP	SOC	SOC	Certifica	Certificate	Course	Course	Course
005	BMITE	BA	Business ...	BA002	Administrat...	BA0026000	Administrat...	900.00	BA0020001	Administrat...	480.00	52.0402	Executive ...			0158	MS Outloo...	BT00022	Business ...	120
005	BMITE	BA	Business ...	BA002	Administrat...	BA0026000	Administrat...	900.00	BA0020001	Administrat...	480.00	52.0211	Project Ma...			0178	MS Office ...	BT00110	Career Maj...	120

IMPORTANT: Once a request has been submitted for multiple sites, if there are any errors, they will have to be made individually for each site. It is best to carefully review the information before hitting the submit button.

Local Program:

Applicable local programs names will appear.

- Select one of these by clicking on the **radio button** next to the local program name.
- Click the turquoise **Save** button.
- Click on the **View / Edit Local Program** link to enter hours, federal student aid information, and distance ed. information.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100 DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

- A pop-up box will appear. Make the needed changes/updates.
- Add a **Tech Center Program Name** by typing in the text box.
- Click the **Save & Close** button within the pop-up box.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-2223-2324-TCSKS

Select - State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

View / Edit Local Program

Close Save & Close

Division Local Program Name Video Production Assistant

Division Local Program Code IT0030003

Local Program Hours 480.00

Tech Center Local Program Name Video Production Assistant

Will federal student aid be offered ☐

Will VA or GI Bill funding be offered ☐

Will DE be offered for this program ☐

Will instruction be delivered 100 percent DE ☐

If DE yes what percent of clock hours will be DE 0

If DE yes what percent of clock hours will be onsite 0

If DE what delivery method and or learning system is being used 0

If DE will this program ALSO be offered 100 percent onsite ☐

Close Save & Close

- Then, click the **Save & Continue** button to continue at the top or bottom of the screen.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > **Local Program** > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Select – State Program > Local Program

NOTE: Expand State Program to view Local Programs. For each local program selected, expand to update hours and financial aid/direct assessment information. Click Save button for each local program requested. To Add a local program, expand any local program line and click on the Add Local Program tab.

State Program Code	State Program Name	State Program Hours	Suggested Hours	Description	Pathway Code	Pathway Description
IT0036001	Audio and Video Technology / IT - Ad...		840.00	The Audio and Video Technology IT ...	IT003 - Web And Digital Communicati...	

Local Program

Manage	Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction delivered 100% DE
<input checked="" type="radio"/> View / Edit Local Program	Video Production Assistant	IT0030003	480.00	Video Production Assistant	No	No	No	No
<input type="radio"/>	Audio Production Engineer	IT0030026		Audio Production Engineer	No	No	No	No
<input type="radio"/>	Audio Recording Techni...	IT0030096		Audio Recording Techni...	No	No	No	No
<input type="radio"/>	Digital Video Producer	IT0030023		Digital Video Producer	No	No	No	No
<input type="radio"/>	Digital Video Production ...	IT0030069		Digital Video Production ...	No	No	No	No
<input type="radio"/>	Digital Video Technician	IT0030024		Digital Video Technician	No	No	No	No
<input type="radio"/>	Video Editor	IT0030011		Video Editor	No	No	No	No
<input type="radio"/>	Video Producer	IT0030005		Video Producer	No	No	No	No
<input type="radio"/>	Audio Technician	IT0030115	840.00	Audio Technician	No	No	No	No
<input type="radio"/>	Video Technician	IT0030116	840.00	Video Technician	No	No	No	No

1 - 10 of 10 items

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

Course(s):

Applicable course names will appear.

If there is more than one option, you can select one or more of these by clicking on the check box in the column to the left of the **Details** column.

- If you choose a course that has Oklahoma Promise Credit attached to it, the course hours cannot be shortened.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Select – Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	IT003

Details

Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code	Division Local Program
Custom Course	0	C00000				Video Production Assis

1 - 1 of 1 items

Refresh Back to Beginning One Step Back Save Save & Continue Next Step Go to End

- Click on the **View / Edit Course** link to enter the Course Name & Hours.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Select – School(s) - InsFrm-2223-2324-TCSKSTPRO

Select – Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	ST
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	IT

Course

Details	Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code
<input checked="" type="checkbox"/>	Custom Course	0	C00000			

View / Edit Course

Close Save & Close

Course Name: Custom Course

Course Hours: 0.00

Course Code: C00000

Academic Credit:

OHLAP Credit:

OCAS Subject Code:

Close Save & Close

- If you want to add a new custom course, click on the **Add New Course** link.

Instructional Framework Request Process

Division > Cluster > Pathway > State Program > Local Program > **Course** > CIP > SOC > Certification > Map PID List to each Local Program

Select – School(s) - InsFrm-

Select – Local Program > Course

NOTE: Expand Local Program to view Courses. For each course selected, expand to update hours. Click Save button for each local program requested. To Add a course, expand any course line and click on the Add Course tab

Division Local Program Name	Division Local Program Code	Local Program Hours	Tech Center Local Program Name	Will federal student aid be offered	Will VA or GI Bill funding be offered	Will DE be offered for this program	Will instruction be delivered 100 percent DE	If DE yes what percent of clock hours will be DE	If DE yes what percent of clock hours will be onsite	If DE what delivery method and or learning system is being used	If DE will this program ALSO be offered 100 percent onsite	ST
Video Production A...	IT0030003	480.00	Video Production A...	No	No	No	No	0	0	0	No	IT

Course

Details	Course Name	Course Hours	Course Code	Academic Credit	OHLAP Credit	OCAS Subject Code	Division Local Program
<input checked="" type="checkbox"/>	Custom Course	0	C00000				Video Production Assis

View / Edit Course

Add New Course

1 - 1 of 1 items

- A pop-up box will appear. Make the needed changes/updates.
- Type in the **Search from Existing Data** search bar to see if the course already exists.
 - If the course already exists, select it, and the fields will populate with what is in that template. If you would like to change the **Course Name** or **Hours**, go ahead.
- Click the **Save & Close** button within the pop-up box.
 - You will now see the course you added.

- Click **Save & Continue** at the top or bottom of the screen to move to the CIP screen.

CIP Code:

Applicable CIP Code(s) associated to the state program will be displayed. You can only select **ONE CIP per Local Program**.

- If you need to change the CIP or have questions regarding the CIP, contact your occupational division specialist.
- Click **Save & Continue**.

SOC Code:

Based on the CIP Code selected, you can select from the SOC codes cross-walked to that CIP Code. You can select one or more SOC codes, but you cannot add additional SOC codes to the selected CIP.

- Select the **SOC Code(s)**.
- Click **Save & Continue**.

Certification:

Certifications that have been identified as applicable to the state program will appear.

- Select the certifications that will be available for the program.
 - If you need to add a certification that is not listed or if you have questions regarding the certifications, contact your occupational division specialist.
- Click **Save and Continue**.

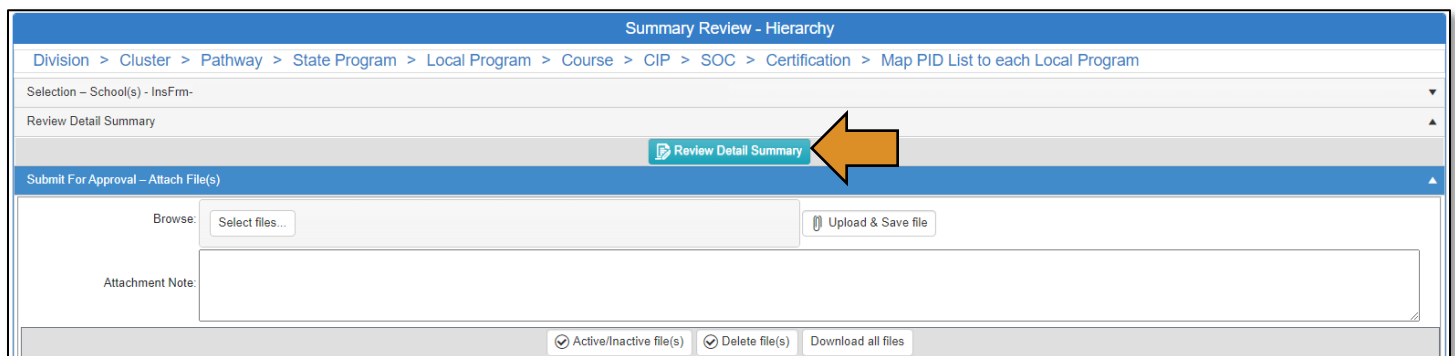
PID/Teacher:

****PID's are Position ID's.** They stay with the program. The instructors are moved in and out of the PID's as they change positions.

- Select the teacher(s) that will be teaching this program. If the PID is not listed, you can continue without making any selection. Feel free to contact IMD for questions regarding PID's.
CTIMSupport@careertech.ok.gov.
- Click the **Save & Continue** button.

Summary Review/Submitting Request:

- On the **Summary Review-Hierarchy** screen, click the **Review Detail Summary** button to see a summary report of your request. (This might take a few seconds to pull up.)



Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

Review Detail Summary

Submit For Approval - Attach File(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

- Click **Go to Detail of Local Program Request** in the populated report to see all information. You can export this to Excel, CSV or PDF, if you'd like.
- The **Go to Approval Log Details** link will only appear once the request has been submitted.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: Draft InsFrm-

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Administrative Support - Advanced	BA0026000	900.00	Administrative Assistant	480.00	Custom Course -	0
Total						0

- Once you are comfortable with the request, click one the **Review Detail Summary** tab to close that window.
- **Upload attachments** if you need too.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

Submit For Approval - Attachment(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

- Click on one or both of the acknowledgement boxes and add an **acknowledgement note**.
- You can either click the **Save Draft** button to review and submit at a later date, or you can click **Submit for Approval**.

Status File Name Attachment Note Uploaded Date Action

Submit For Approval - Acknowledge select either one of them

To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

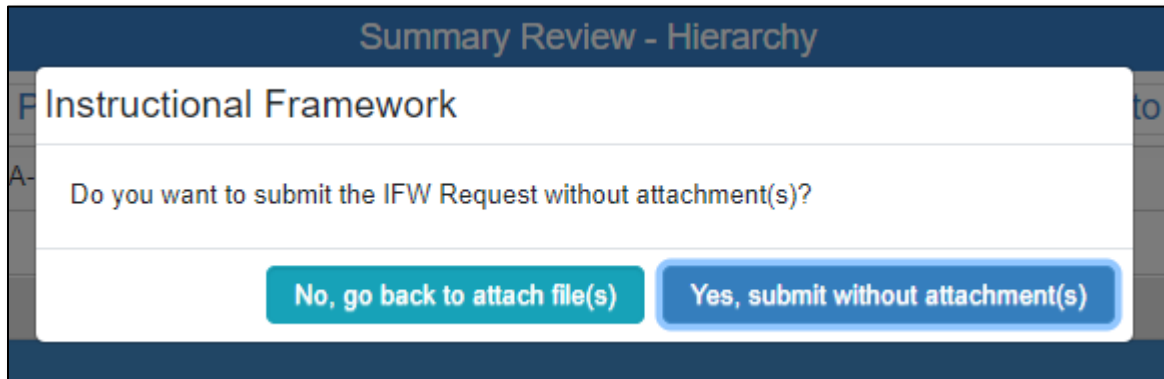
This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

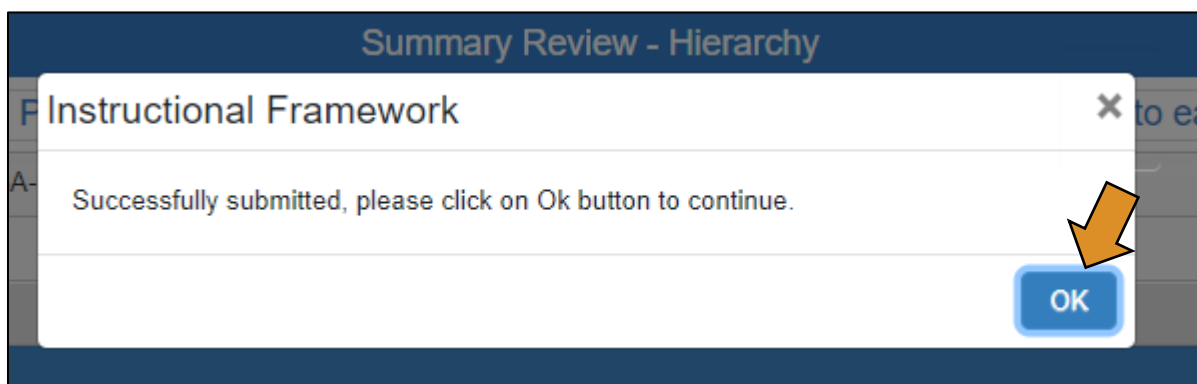
B I U (Inherited size) (Inherited font) Format

Refresh Back to Beginning One Step Back Save Draft Submit for Approval

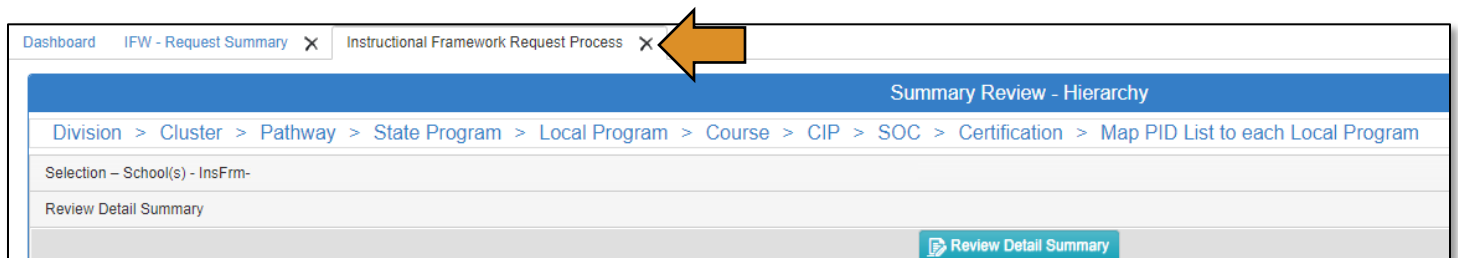
- After submitting for Approval, you will see a pop-up box asking if you would like to submit without attachments. Choose whichever option is accurate.



- If you select, Yes, submit without attachment(s), you will see another pop-up box indicating that the request has been successfully submitted. Click **OK**.



- Click the X on *the Instructional Framework Request Process* tab to close that screen.



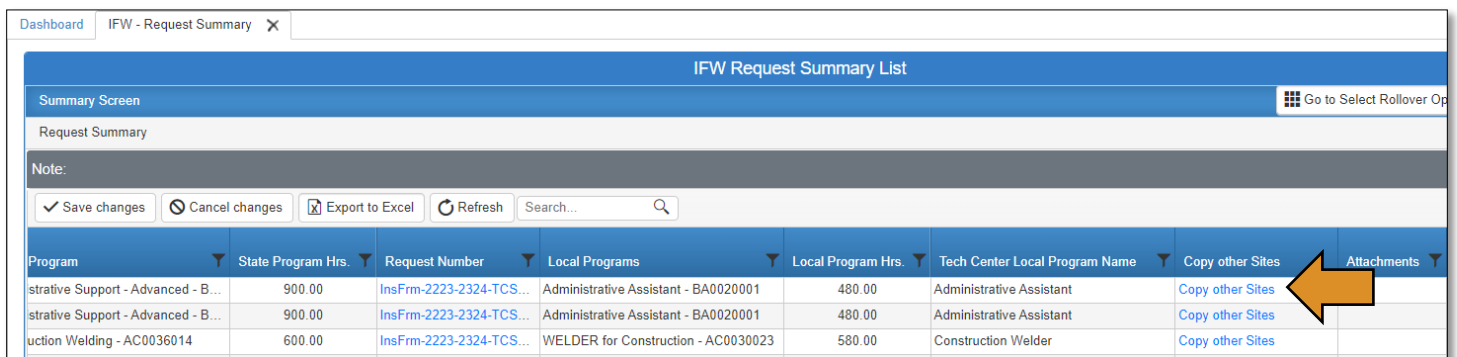
Copy a Program to another Site

The copy feature allows you to copy a program from one site to another site(s). You can copy to other sites from the request summary screen.

IMPORTANT:

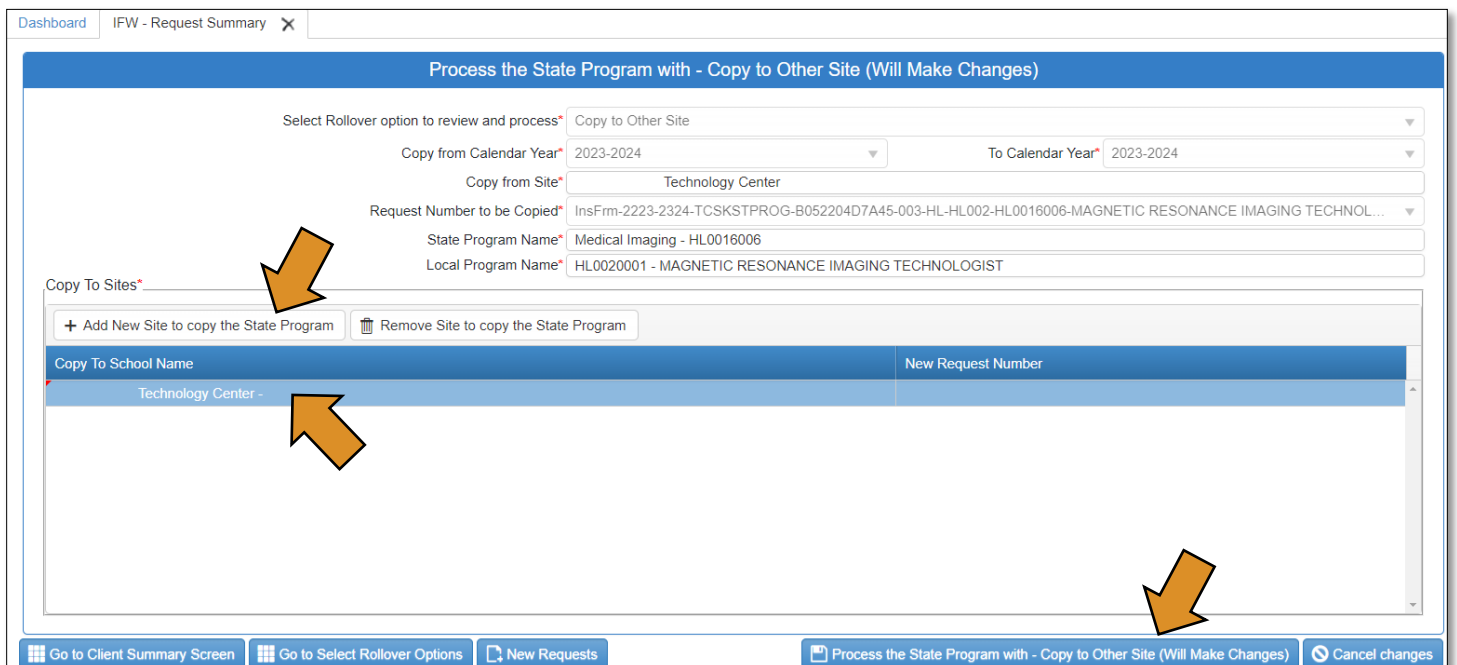
- If making changes to a program that you are going to copy, make the changes first, then copy the program so all programs will reflect the same changes.
- New drafts must be submitted before they can be copied to other sites.
- The framework will not allow you to copy twice to the same site or back to the site copied from, to prevent duplication.
- When a program is copied to another site, the receiving site will show **New Draft** and must be submitted for approval, but all information will be there from the copied site. Always double check the information though!

IFW Request Summary:



IFW Request Summary List							
Summary Screen							
Request Summary							
Note:							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input checked="" type="checkbox"/> Export to Excel <input type="button" value="Refresh"/> Search...							
Program	State Program Hrs.	Request Number	Local Programs	Local Program Hrs.	Tech Center Local Program Name	Copy other Sites	Attachments
Administrative Support - Advanced - B...	900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites	
Administrative Support - Advanced - B...	900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites	
Construction Welding - AC0036014	600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder	Copy other Sites	

- After selecting **Copy Other Sites** link, on the **Process the State Program with –Copy to Other Site** screen, click the **Add New Site to Copy the State Program** button.
- In the **Copy to School Name** column, select the site you wish to copy to, then click the **Process the State Program with – Copy to Other Site** button at the bottom of the screen.



Dashboard IFW - Request Summary

Process the State Program with - Copy to Other Site (Will Make Changes)

Select Rollover option to review and process* Copy to Other Site

Copy from Calendar Year* 2023-2024 To Calendar Year* 2023-2024

Copy from Site* Technology Center

Request Number to be Copied* InsFrm-2223-2324-TCSKSTPROG-B052204D7A45-003-HL-HL002-HL0016006-MAGNETIC RESONANCE IMAGING TECHNOLOGIST...

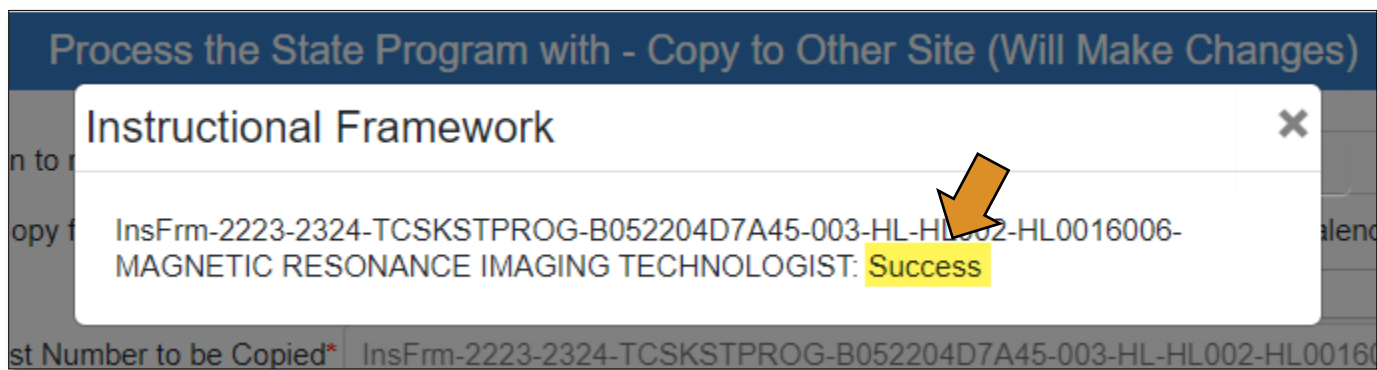
State Program Name* Medical Imaging - HL0016006

Local Program Name* HL0020001 - MAGNETIC RESONANCE IMAGING TECHNOLOGIST

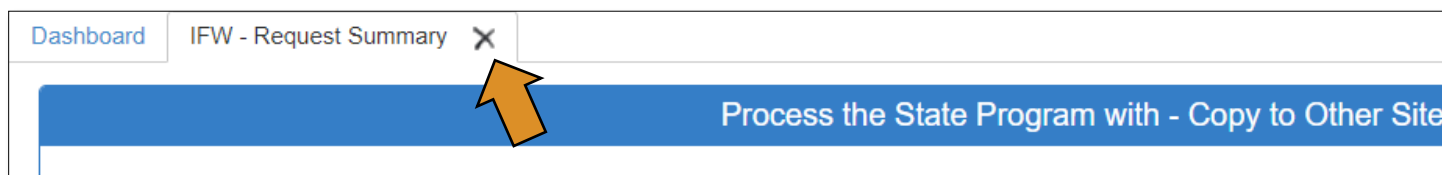
Copy To Sites*

Copy To School Name	New Request Number
Technology Center -	

- Confirm the copy on the pop-up screen by clicking the X.



- You can close this screen by clicking the X beside the tab name.



What If I Change My Mind on How I Categorized a Program after Processing?

You can “undo” your categorization by clicking on the **Delete** button on the **Request Summary** screen.

IFW Request Summary List							
Summary Screen							
Request Summary							
Note:							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/> <input type="button" value="Refresh"/> <input type="text" value="Search..."/>							
State Program Hrs.	Request Number	Local Programs	Local Program Hrs.	Tech Center Local Program Name	Copy other Sites	Attachments	
900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites		
900.00	InsFrm-2223-2324-TCS...	Administrative Assistant - BA0020001	480.00	Administrative Assistant	Copy other Sites		
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder	Copy other Sites		
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
600.00	InsFrm-2223-2324-TCS...	WELDER for Construction - AC0030023	580.00	Construction Welder			Delete
	InsFrm-2223-2324-TCS...						Delete

Change Request

If a request has been rejected back to you for additional information and/or changes, it will go back to your stage of approval in the IFW Request Summary List.

- Select the **Request Number** from the summary list.
- Go to the last page/screen, the **Summary Review-Hierarchy** screen.
- Click the **Change Request** button at the bottom of the screen.

Dashboard IFW - Request Summary X Instructional Framework Request Process X

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-2223-2324-TCSKSTPROG-72560861699E-005-BA-BA002-BA0026000-Administrative Assistant

Review Detail Summary

Review Detail Summary

Submit For Approval – Attach File(s)

Browse: Select files... Upload & Save file

Attachment Note:

Active/Inactive file(s) Delete file(s) Download all files

Status	File Name	Attachment Note	Uploaded Date	Action
	Active/Inactive file(s)			

Submit For Approval – Acknowledge select either one of them—

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

lab

Refresh Back to Beginning One Step Back New Request Save Draft Submit for Approval Change Request

- Select **OK** on the pop-up screen indicating you do want to make changes.

Change Request

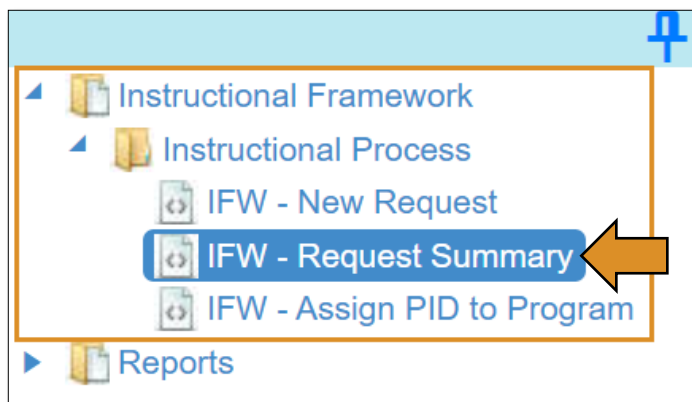
You are going to cancel the approval process and initiating the change request process, Are you sure?

Cancel OK

- Make the necessary changes.
- Once you make the changes, you will need to do an acknowledgement note again.
- Then, click **Submit for Approval**.
- A pop-up will appear asking if you want to submit without attachments. Select the appropriate answer.
- Another pop-up box will appear letting you know that you have “Successfully submitted, please click on OK button to continue.” Click **OK**.
- An additional screen will appear. Add the appropriate note and click **Approve**. You must click Approve or the request will not actually be submitted.
- A new pop-up will appear with “Are you Sure?” Select **OK**.
- The changes will now be submitted to the next level of approval.

View Approval Status

- Click the arrows next to **Instructional Framework & Instructional Process**.
- Click on the **IFW – Request Summary** link.



- Complete the IFW Request Summary List screen by verifying the planned year is the current year, the Implementation Year is the next school year.
- Type in the first three letters of your district name and select your school district from the drop-down menu.
Select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box. **Hint:** if you have multiple sites are entering them all, start typing the first 3 letters of the technology center, then, on your keyboard hit Ctrl+A to select all sites.

A screenshot of the 'IFW Request Summary List' screen. The page has a blue header with the title 'IFW Request Summary List'. Below the header is a 'Summary Screen' section. It contains several form fields: 'Instructional Framework Template' (set to 'Technology Center/Skill Centers Secondary and Adult Full-Time Request and Submission Process'), 'Planned Calendar' (with 'Planned Year' 2022-2023 and 'Start Date' 07/01/2022), 'Implementation Calendar' (with 'Implementation Year' 2023-2024 and 'Start Date' 07/01/2023), 'Hierarchy Type' (set to 'State Program'), 'District Information' (with 'District Type' 'Technology Center Districts' and 'District Name*' 'Search District Name'), and 'Site Information' (with 'Site Type' 'Technology Sites', a 'Check for Multiple Site(s)' checkbox, and 'Sites(s)*' 'Search sites...'). A blue button labeled 'Search Request(s)' is located below the 'District Name' field, with an orange arrow pointing to it. At the bottom right, there is a button labeled 'Go to Select Rollover Options - Summary'.

All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, etc.).

Dashboard

IFW - Request Summary

IFW Request Summary List

Summary Screen

Request Summary

Note:

☒ Save changes

☐ Cancel changes

☒ Export to Excel

	Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program	State
▶	<input checked="" type="checkbox"/>	Submitter - 1st Stage	Reject				Administrative Support - Advanced - B...	
▶	<input checked="" type="checkbox"/>	ODCTE - Occupational ...	Pending				Administrative Support - Advanced - B...	
▶	<input checked="" type="checkbox"/>	Local Financial Aid Apr...	Pending				Construction Welding - AC0036014	

- Click the black arrow to the left of the approval stage and status.

IFW Request Summary List

Summary Screen

Go to Select Rollover Options - Summary

Request Summary

Note:

Save changes

Cancel changes

Export to Excel

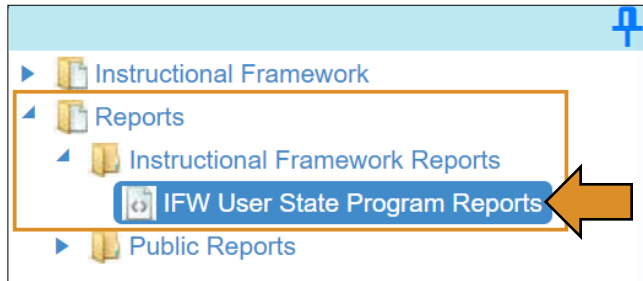
Refresh

Search...

	Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program
▶	<input checked="" type="checkbox"/>	Submitter - 1st Stage	Reject				Administrative S
▶	<input checked="" type="checkbox"/>	ODCTE - Occupational Administrator - 3rd Approval Stage	Pending				Administrative S
		Approval Stage	Approval Status	Approval/Rejection Note		Approver Email	Approval Date
		Submitter - 1st Stage	Approved	New Process			
		Submitter - 1st Stage	Cancel for Change ...	Initiated Change request process.			
		Submitter - 1st Stage	Cancel for Change ...	New Process			
		Submitter - 1st Stage	Approved				
		Local Financial Aid Approver - 2nd Appr...	Approved	Test			
		ODCTE - Occupational Administrator - 3r...					
		ODCTE - Occupational Administrator - 3r...					

Approved State Programs Report

- Click the arrows next to **Reports & Instructional Framework Reports**.
- Click on the **IFW User State Program Reports** link.



1. **Report Module***: Should default to *Instructional Framework*.
2. **Organization Type***: Should default to *Technology Sites*.
3. **Report Groups***: Should default to *IFW User State Program Instructional Reports*.
4. **Organization***: Start typing the first 3 letters of your school then choose your district from the drop-down.
5. **Report Name***: Choose which report you want to run from the drop-down.
 - a. **Note**: The *IFW Approved Detail State Programs* report might take a few minutes to pull up.
6. **School Calendar Year***: Choose whichever school year you wanting to view.
7. Click **View Report**.

A screenshot of the 'Report Generation' form. It contains several dropdown menus and text input fields, each with a numbered orange circle callout: 1. Report Module* (Instructional Framework), 2. Organization Type* (Technology Sites), 3. Report Groups* (IFW User State Program Inst...), 4. Organization* (Please enter 3 characters), 5. Report Name* (IFW Approved Detail State P...), 6. School Calendar Year* (-- Please Select --), and 7. View Report (button). An orange arrow points to the 'View Report' button.

The report will appear under the View Report button. You can export the report to excel or PDF.

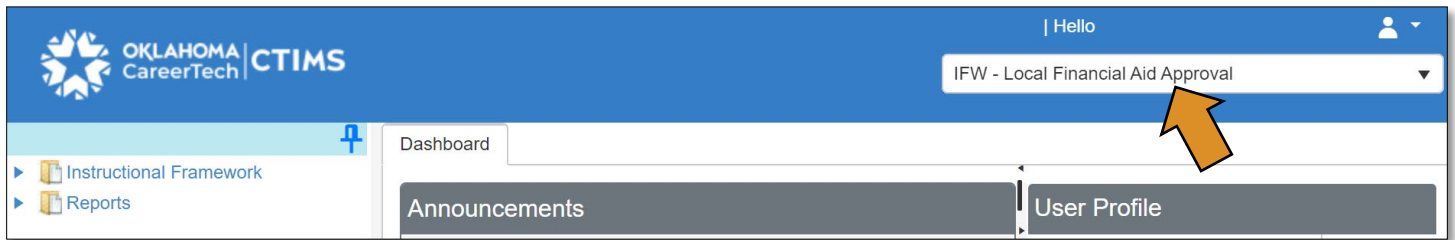
- Select the blue diskette in the tan toolbar.
- Select the format needed (**PDF option is recommended for this report**).
 - If you select Excel, you will need to adjust the print layout option before you print to get the entire record on one page.

IMPORTANT: Each record is in a different sheet when exported to Excel. Click on the different sheet numbers at the bottom of the Excel file to go to each program record.

A screenshot of the 'Details of Local Program' page. At the top, there is a 'View Report' button. Below it is a toolbar with a blue diskette icon (highlighted with an orange arrow) and other icons. A dropdown menu is open, showing export options: XML file with report data, CSV (comma delimited), PDF (highlighted with a blue bar and an orange arrow), MHTML (web archive), Excel, TIFF file, and Word. Below the toolbar is a table with columns: Technology Center, State Program, Local Program, and SOC. The table contains data for a program with State Program Code BA0026001 and State Program Name Administrative Support-Medical.

IFW Local Financial Aid Approval

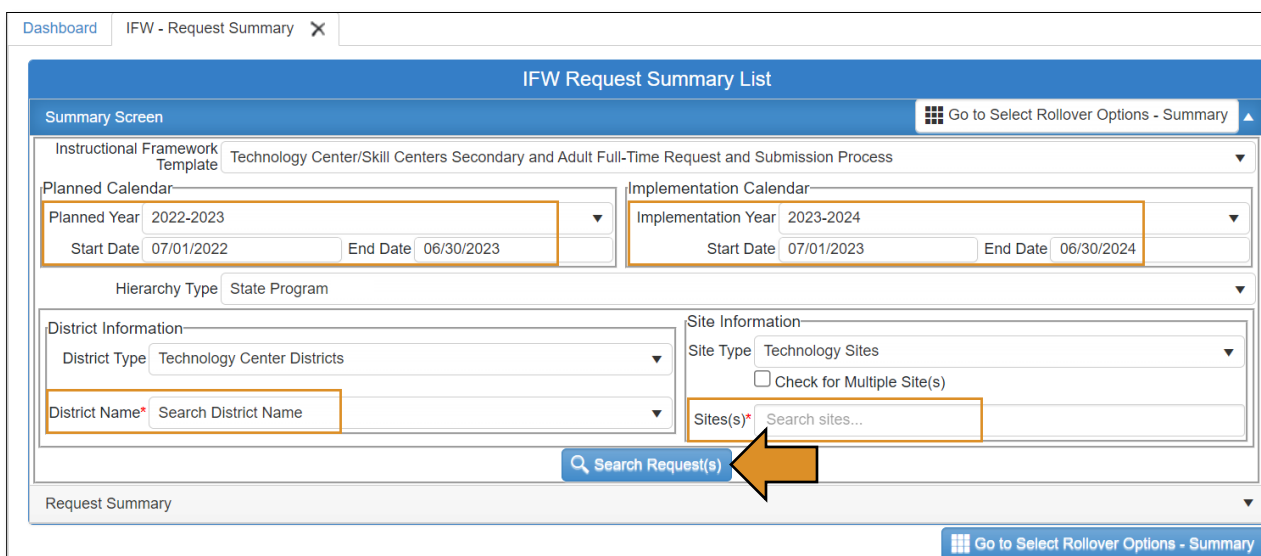
For individuals with the role of **IFW – Local Financial Aid Approval**, requests will need your approval. You will receive an e-mail when a request has been submitted for your district indicating you are the next level of approval.



- Click the arrows next to **Instructional Framework** & **Instructional Process**.
- Click on the **IFW – Request Summary** link.



- Verify the **Planned Year** is the current year, and the **Implementation Year** is the next school year.
- In the **District Name** field type in the first three letters of your district name and select your school district from the drop-down menu.
- In the **Site(s)** field select the site you are wanting to view by typing the first three letters of the site and choosing the site from the drop-down menu. You can select multiple sites at the same time by clicking on the **Check for Multiple Site(s)** box.
- Click **Search Request(s)**.



All requests processed or requested will be displayed with the current approval stage as shown in the third column of the grid (pending, fully approved, rejected, or etc.).

IFW Request Summary List							
Summary Screen							
Request Summary							
Note:							
<input checked="" type="checkbox"/> Save changes <input type="checkbox"/> Cancel changes <input type="button" value="Export to Excel"/> <input type="button" value="Refresh"/> <input type="text" value="Search..."/>							
Acti	Approval Stage	Approval Status	Rollover Option	Submitted Date	Organization Name	State Program	
▶ <input type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes			Cosmetology - HM0046002	
▶ <input type="checkbox"/>	Submitter - 1st Stage	Reject	Will Make Changes			Cosmetology - HM0046002	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending				Business Information Management-Me.	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending				Business Information Management-Me.	
▶ <input type="checkbox"/>	ODCTE - Occupational ...	Pending	No Changes			Welding-MN - MN0076001	

Requests needing your attention will have **Local Financial Aid Approver – 2nd Approval State** in the Approval Stage column and **Pending** in the Approval Status column.

- Click on the **Local Financial Aid Approver-2nd Approval Stage** link in the Approval Stage column for the request you would like to approve. This will take you directly to the last screen of the request process.

Dashboard

IFW - Request Summary

IFW Request Summary List

Summary Screen

Request Summary

Note:

☒ Save changes

☐ Cancel changes

☒ Export to Excel

Act	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name	State Program
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		03/15/2023		Audio and Video Technology / IT - Adv...
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		02/16/2023		Audio and Video Technology / IT - Adv...
▶ <input checked="" type="checkbox"/>	New-Draft			03/15/2023		Welding-MN - MN0076001

- click the **Review Detail Summary** button to see a summary report of your request. (This might take a few seconds to pull up.)

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s)
 ☒ Delete file(s)

Status	File Name	Attachment Note	Uploaded Date	Action
--------	-----------	-----------------	---------------	--------

Submit For Approval – Acknowledge select either one of them-

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.
 ☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

- Click **Go to Detail of Local Program Request** in the populated report to see all information.
 - You can export this to Excel, CSV or PDF, if you'd like.

Summary Review - Hierarchy

[Division](#) > [Cluster](#) > [Pathway](#) > [State Program](#) > [Local Program](#) > [Course](#) > [CIP](#) > [SOC](#) > [Certification](#) > [Map PID List to](#)

Selection – School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center

Approval Status: **Pending**

InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

[Go to Detail of Local Program Request](#)
[Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Audio and Video Technology / IT - Advanced	IT0036001	840.00	Video Production Assistant	480.00	Custom Course -	0
					Multimedia & Image Management Techniques - 8150	120
					Total	120

Review the program report:

- Is the program eligible for federal student aid? Was it marked YES?
- Are the total Local Program Hours correct?
- Are the CIP/SOC codes correct?
- Are the course hours equal to the total Local Program Hours?

NOTE: If course hours are greater than the state program hours, it may be due to multiple courses being offered as electives for that program. That is okay.

Once you have looked at all the details, click the blue arrow, on the tan bar, that is pointing to the left.

- Click the **Review Detail Summary** words again to collapse this section.

Summary Review - Hierarchy

[Division](#) > [Cluster](#) > [Pathway](#) > [State Program](#) > [Local Program](#) > [Course](#) > [CIP](#) > [SOC](#) > [Certification](#) > [Map PID List to](#)

Selection – School(s) - InsFrm-

Review Detail Summary

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center

Approval Status: **Pending**

InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

[Go to Detail of Local Program Request](#)
[Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	Local Program	Local Prg Hours	Course Desc	Course Hours
Audio and Video Technology / IT - Advanced	IT0036001	840.00	Video Production Assistant	480.00	Custom Course -	0
					Multimedia & Image Management Techniques - 8150	120
					Total	120

- Upload attachments if you need too.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s) ☒ Delete file(s)

- Click on **Continue to Approve/Reject** at the bottom of the page.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection – School(s) - InsFrm-

Review Detail Summary

Submit For Approval – Attach File(s)

Browse:

Attachment Note:

☒ Active/Inactive file(s) ☒ Delete file(s)

Status	File Name	Attachment Note	Uploaded Date	Action

Submit For Approval – Acknowledge select either one of them

☒ To my knowledge, the information entered is complete and correct. This technology center will be submitting additional requests for this fiscal year.

☐ This will be the final request for this technology center and for all sites within this technology center district for this fiscal year. To my knowledge, the information entered is complete and correct.

Acknowledgement Note:

ab

The following screen will allow you to finalize and approve (or reject) the request.

- You must enter something in the **Approval/Rejection Note** box.
- Then, click the **Reject or Approve** button.
- You will be asked if you are sure. Click **Cancel** or **OK**.
- If you click **OK**, you will receive a message: **Successfully Approved the Request**.
- Click **OK**.
 - You will be returned to the **Summary Review – Hierarchy** page.

Approval Process - Instructional Framework For Tech Centers State Program

NOTE: Enter Approval/Rejection Note and then Click on Approval button to finalize your changes and submission to further Process.

⏪ Back
✖ Reject
✔ Approve

Request Number _____

InsFrm-2223-2324-TCSKSTPROG-FCE82DD79549-005-IT-IT003-IT0036001-Video Production Assistant

Approval Stage	Approval Date	Approver Role	Approved By	Approver Email	Approval Status	Note	Private Note
Submitter - 1st Stage	3/15/2023 8:02:19 AM	Technology Center - ...	Andra - Beyer	Andra.Beyer@caree...	Approved	New Process	
► Local Financial Aid Approver - 2nd Approv...	3/15/2023 8:35:20 AM						
ODCTE - Occupational Administrator - 3rd Ap...	3/15/2023 8:35:20 AM						
ODCTE Financial Aid Approver - Fully Approv...	3/15/2023 8:35:20 AM						

Current Approval Stage Information

Approved By*

Approver School*

Approver Email*

Approval Stage*

Approver Role*

Approval Date*

Approval/Rejection Note

Format ▼ **B** *I* U [List Icons] [Table Icon]

- If you need to review another submission, click the **X** on *the Instructional Framework Request Process* tab to close the current screen.

- You will be back on the **IFW Request Summary List** screen.
- Click **Refresh** on this page to show that the request you just approved (or rejected) reflects accurately.

IFW Request Summary List

Summary Screen

Request Summary

Note:

☒ Save changes
 ☐ Cancel changes
 ☒ Export to Excel
 ☒ Refresh

Acti	Approval Stage	Approval Status	Rollover Option	Submitted On	Organization Name
▶ <input checked="" type="checkbox"/>	ODCTE - Occupational Administrator - 3rd Approval Stage	Pending		03/15/2023	
▶ <input checked="" type="checkbox"/>	New-Draft			03/15/2023	
▶ <input checked="" type="checkbox"/>	Local Financial Aid Approver - 2nd Approval Stage	Pending		02/16/2023	

APPENDIX A

State Program List – By Division, Pathway & Program Name

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	State Program Hours
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080
BMITE	BA	BA002	Administrative Support	BA0026000	Administrative Support	900
BMITE	BA	BA002	Administrative Support	BA0026001	Administrative Support-Medical	900
BMITE	BA	BA004	General Management	BA0056002	Hospitality Management	900
BMITE	BA	BA004	General Management	BA0046000	Entrepreneurship-BA	900
BMITE	BA	BA002	Administrative Support	BA0026004	Customer Service	900
BMITE	BA	BA002	Administrative Support	BA0026002	Administrative Support-Legal	900
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	FN	FN001	Accounting	FN0016000	Accounting	900
BMITE	FN	FN002	Business Finance	FN0026000	Financial Services	900
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900
BMITE	IT	IT001	Network Systems	IT0016005	Networking	1200
BMITE	IT	IT003	Web And Digital Communications	IT0036004	Multimedia Technology	900
BMITE	IT	IT004	Programming And Software Development	IT0046000	Programming	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology IT	900
BMITE	IT	IT001	Network Systems	IT0016001	Cybersecurity	1200
BMITE	IT	IT003	Web And Digital Communications	IT0036000	Animation Technology	900
BMITE	IT	IT003	Web And Digital Communications	IT0036002	Digital Design and Publishing	900
BMITE	IT	IT003	Web And Digital Communications	IT0036005	Web Design and Development-IT	900
BMITE	IT	IT001	Network Systems	IT0016004	Network Support	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology-IT	900
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
BMITE	IT	IT004	Programming And Software Development	IT0046001	Computer Science Prep	900
BMITE	MK	MK004	Marketing Communications	MK0046000	Marketing Communications	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016000	Entrepreneurship-MK	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	State Program Hours
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
F&CS	AR	AR006	Visual Arts	AR0066001	Fashion and Apparel Design	600
F&CS	ED	ED003	Teaching/Training	ED0036000	Teaching/Training	800
F&CS	HM	HM001	Early Childhood Development & Services	HM0016004	Early Care and Education Teacher Assistant	850
F&CS	HM	HM001	Early Childhood Development & Services	HM0016002	Early Care and Education Specialized	1350
F&CS	HM	HM001	Early Childhood Development & Services	HM0016003	Early Care and Education Teacher	1150
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016000	Culinary Arts	800
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
F&CS	HT	HT004	Recreation, Amusements & Attractions	HT0046000	Casino and Gaming	800
F&CS	HT	HT002	Lodging	HT0026000	Lodging Services	700
Health	HL	HL004	Support Services	HL0016017	Surgical Technologist	1000
Health	HL	HL002	Diagnostic Services	HL0026002	Radiologic Technologist	2300
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services - Medical Assisting	900
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services - C N A	600
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400
Health	HL	HL001	Therapeutic Services	HL0016002	Dental Services	900
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational Therapy	1200
Health	HL	HL001	Therapeutic Services	HL0016013	Physical Therapy Assistant	1200
Health	HL	HL004	Support Services	HL0016016	Surgical Services	600
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services-Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016020	Vision Care Services	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services - Advanced	800
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services - H U C	600
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750
Health	HL	HL001	Therapeutic Services	HL0016014	Rehabilitation Services	800
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services - Phlebotomy	900
Health	HL	HL004	Support Services	HL0046001	Health Studies	600
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services - E K G	700
Health	HL	HL001	Therapeutic Services	HL0016011	Paramedic	1200
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
Health	HL	HL001	Therapeutic Services	HL0016010	Orthotic & Prosthetics	2000
Health	HL	HL001	Therapeutic Services	HL0016012	Pharmacy Services	600
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
Health	HL	HL002	Diagnostic Services	HL0016003	Diagnostic Medical Sonographer	1800
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services--Phlebotomy	900
Health	HL	HL001	Therapeutic Services	HL0016001	Dental Hygiene	2100
STEM	SC	SC001	Engineering And Technology	SC0026010	Pre-Engineering Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026007	Biomedical Science and Medicine Program - Advanced	960
STEM	SC	SC001	Engineering And Technology	SC0026002	Computer Science Program - Advanced	960
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering Program	480
STEM	SC	SC002	Science And Mathematics	SC0026008	Biotechnology Program	480
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine Program	480
STEM	SC	SC001	Engineering And Technology	SC0026006	Aerospace Program - Advanced	960
T&I	AC	AC002	Design/Pre-Construction	AC0026000	Computer Aided Drafting-AC	900
T&I	AC	AC003	Construction	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AC	AC003	Construction	AC0036011	Plumbing	900
T&I	AC	AC003	Construction	AC0030008	CABINETMAKER	525
T&I	AC	AC003	Construction	AC0036006	Finish Carpentry	600
T&I	AC	AC003	Construction	AC0030117	Carpentry Level 1	525
T&I	AC	AC003	Construction	AC0030059	CARPENTERS HELPER	525
T&I	AC	AC003	Construction	AC0036010	Masonry	900
T&I	AC	AC003	Construction	AC0036008	Heavy Equipment Operator	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900
T&I	AC	AC003	Construction	AC0030012	FRAME CARPENTER	500
T&I	AC	AC003	Construction	AC0036005	Construction Electronics	900
T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	AC	AC003	Construction	AC0030083	CONSTRUCTION TECHNOLOGY	900
T&I	AC	AC003	Construction	AC0030089	HEAVY EQUIPMENT OPERATOR I	525
T&I	AC	AC003	Construction	AC0036015	Introduction to Construction	525
T&I	AC	AC004	Maintenance/Operations	AC0040052	SERVICE CAREERS MAINTENANCE II	500
T&I	AC	AC003	Construction	AC0030006	RESIDENTIAL ELECTRICIANS ASSISTANT	480
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AG	AG003	Animal Science	AG0036000	Equine Science	1025
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	900
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development-AR	1050
T&I	AR	AR001	Audio And Video Technology	AR0016000	Audio and Video Technology-AR	900
T&I	AR	AR001	Audio And Video Technology	AR0046000	3D Gaming Design	900
T&I	AR	AR006	Visual Arts	AR0066000	Commercial Photography	600
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development	900
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	EP	AC004	Maintenance/Operations	EP0020002	Electrical Lineman	1200
T&I	EP	AC004	Maintenance/Operations	EP0020001	Energy & Power	1000
T&I	HM	HM004	Personal Care Services	HM0046002	COSMETOLOGY	1500
T&I	HM	HM004	Personal Care Services	HM0046004	MANICURIST/NAIL TECHNICIAN	600

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	HM	HM004	Personal Care Services	HM0040007	MASTER INSTRUCTOR	1000
T&I	HM	HM004	Personal Care Services	HM0046003	ESTHETICS	600
T&I	HM	HM004	Personal Care Services	HM0046003	Esthetician	600
T&I	HM	HM004	Personal Care Services	HM0046001	BARBER	1500
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	LW	LW004	Law Enforcement Services	LW0046000	Criminal Justice	900
T&I	LW	LW002	Emergency & Fire Management Services	LW0026000	Firefighter	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076011	WELDING	900
T&I	MN	MN002	Production	MN0026000	CNC Machining	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076000	Metal Fabrication	600
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016000	Computer Aided Drafting-MN	900
T&I	MN	MN002	Production	MN0026001	Manual Machinist	580
T&I	MN	MN002	Production	MN0026001	Manual Machinist with CNC	600
T&I	MN	MN001	Manufacturing Production Process Development	MN0076003	Energy & Power	1050
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
T&I	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
T&I	MN	MN001	Manufacturing Production Process Development	MN0016001	Applied Engineering Technology	600
T&I	TR	TR009	Automotive Collision Repair	TR0096000	Automotive Collision Repair and Refinishing	900
T&I	TR	TR008	Automotive Service	TR0086000	Automotive Service Technology	900
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106000	Medium/Heavy Diesel Service	900
T&I	TR	TR011	Aerospace Maintenance	TR0116001	A & P Mechanic	1900
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	960
T&I	TR	TR015	Logistics, Planning & Management Services	TR0156000	Pipeline Technology	900
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	200
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046002	Motorcycle Technology	900

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046001	Marine Repair Technology	900
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers - Auto Care	120
T&I	TR	TR003	Warehousing And Distribution Center Operations	TR0036001	Warehouse and Logistics	700
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	900
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	480

APPENDIX B

State Program List – By State Program

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AR	AR001	Audio And Video Technology	AR0046000	3D Gaming Design	900
T&I	TR	TR011	Aerospace Maintenance	TR0116001	A & P Mechanic	1900
BMITE	FN	FN001	Accounting	FN0016000	Accounting	900
BMITE	BA	BA002	Administrative Support	BA0026000	Administrative Support	900
BMITE	BA	BA002	Administrative Support	BA0026002	Administrative Support-Legal	900
BMITE	BA	BA002	Administrative Support	BA0026001	Administrative Support-Medical	900
STEM	SC	SC001	Engineering And Technology	SC0026006	Aerospace Program - Advanced	960
T&I	TR	TR011	Aerospace Maintenance	TR0116000	Aerospace Technician	960
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106001	Agriculture Mechanics-TR	900
BMITE	IT	IT003	Web And Digital Communications	IT0036000	Animation Technology	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016001	Applied Engineering Technology	600
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology IT	900
T&I	AR	AR001	Audio And Video Technology	AR0016000	Audio and Video Technology-AR	900
BMITE	IT	IT003	Web And Digital Communications	IT0036001	Audio and Video Technology-IT	900
T&I	TR	TR009	Automotive Collision Repair	TR0096000	Automotive Collision Repair and Refinishing	900
T&I	TR	TR008	Automotive Service	TR0086000	Automotive Service Technology	900
T&I	HM	HM004	Personal Care Services	HM0046001	BARBER	1500
Health	HL	HL001	Therapeutic Services	HL0016000	Behavioral Medicine	600
STEM	SC	SC002	Science And Mathematics	SC0026000	Biomedical Science and Medicine Program	480
STEM	SC	SC002	Science And Mathematics	SC0026007	Biomedical Science and Medicine Program - Advanced	960
STEM	SC	SC002	Science And Mathematics	SC0026008	Biotechnology Program	480
STEM	SC	SC002	Science And Mathematics	SC0026001	Biotechnology Program - Advanced	960
BMITE	BA	BA005	Business Information Management	BA0056000	Business Information Management	900
BMITE	BA	BA005	Business Information Management	BA0056001	Business Information Management-Medical	1080

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	AC	AC003	Construction	AC0030008	CABINETMAKER	525
T&I	AC	AC003	Construction	AC0030059	CARPENTERS HELPER	525
T&I	AC	AC003	Construction	AC0036000	Carpentry	900
T&I	AC	AC003	Construction	AC0030117	Carpentry Level 1	525
F&CS	HT	HT004	Recreation, Amusements & Attractions	HT0046000	Casino and Gaming	800
T&I	MN	MN002	Production	MN0026000	CNC Machining	900
T&I	AR	AR006	Visual Arts	AR0066000	Commercial Photography	600
T&I	AC	AC002	Design/Pre-Construction	AC0026000	Computer Aided Drafting-AC	900
T&I	MN	MN001	Manufacturing Production Process Development	MN0016000	Computer Aided Drafting-MN	900
BMITE	IT	IT004	Programming And Software Development	IT0046001	Computer Science Prep	900
STEM	SC	SC001	Engineering And Technology	SC0026002	Computer Science Program - Advanced	960
BMITE	IT	IT002	Information Support And Services	IT0016000	Computer/Network Support	900
T&I	AC	AC003	Construction	AC0036005	Construction Electronics	900
T&I	AC	AC003	Construction	AC0030083	CONSTRUCTION TECHNOLOGY	900
T&I	HM	HM004	Personal Care Services	HM0046002	COSMETOLOGY	1500
T&I	LW	LW004	Law Enforcement Services	LW0046000	Criminal Justice	900
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016000	Culinary Arts	800
BMITE	BA	BA002	Administrative Support	BA0026004	Customer Service	900
BMITE	IT	IT001	Network Systems	IT0016001	Cybersecurity	1200
Health	HL	HL001	Therapeutic Services	HL0016001	Dental Hygiene	2100
Health	HL	HL001	Therapeutic Services	HL0016002	Dental Services	900
Health	HL	HL002	Diagnostic Services	HL0016003	Diagnostic Medical Sonographer	1800
BMITE	IT	IT003	Web And Digital Communications	IT0036002	Digital Design and Publishing	900
F&CS	HM	HM001	Early Childhood Development & Services	HM0016002	Early Care and Education Specialized	1350
F&CS	HM	HM001	Early Childhood Development & Services	HM0016003	Early Care and Education Teacher	1150
F&CS	HM	HM001	Early Childhood Development & Services	HM0016004	Early Care and Education Teacher Assistant	850

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
T&I	EP	AC004	Maintenance/Operations	EP0020002	Electrical Lineman	1200
T&I	AC	AC003	Construction	AC0036003	Electrical Trades	900
T&I	AC	AC003	Construction	AC0036004	Electricity	900
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036000	Electronics-MN	900
Health	HL	HL001	Therapeutic Services	HL0016004	Emergency Medical Services	400
T&I	EP	AC004	Maintenance/Operations	EP0020001	Energy & Power	1000
T&I	MN	MN001	Manufacturing Production Process Development	MN0076003	Energy & Power	1050
BMITE	BA	BA004	General Management	BA0046000	Entrepreneurship-BA	900
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016000	Entrepreneurship-MK	900
T&I	AG	AG003	Animal Science	AG0036000	Equine Science	1025
T&I	HM	HM004	Personal Care Services	HM0046003	Esthetician	600
T&I	HM	HM004	Personal Care Services	HM0046003	ESTHETICS	600
F&CS	AR	AR006	Visual Arts	AR0066001	Fashion and Apparel Design	600
BMITE	FN	FN002	Business Finance	FN0026000	Financial Services	900
T&I	AC	AC003	Construction	AC0036006	Finish Carpentry	600
T&I	LW	LW002	Emergency & Fire Management Services	LW0026000	Firefighter	900
T&I	MN	MN011	Manufacturing Academy	MN0116000	Foundations Of Manufacturing	400
T&I	AC	AC003	Construction	AC0030012	FRAME CARPENTER	500
BMITE	IT	IT003	Web And Digital Communications	IT0036003	Game Design/Development	900
T&I	AR	AR004	Printing Technology	AR0046002	Graphic Communications	900
Health	HL	HL004	Support Services	HL0046001	Health Studies	600
T&I	AC	AC003	Construction	AC0036007	Heating, Ventilation & Air Conditioning	900
T&I	AC	AC003	Construction	AC0036008	Heavy Equipment Operator	900
T&I	AC	AC003	Construction	AC0030089	HEAVY EQUIPMENT OPERATOR I	525
T&I	AG	AG002	Plant And Soil Science	AG0026001	Horticulture	700
BMITE	BA	BA004	General Management	BA0056002	Hospitality Management	900
F&CS	AR	AR006	Visual Arts	AR0066003	Interior Design	600
T&I	AC	AC003	Construction	AC0036015	Introduction to Construction	525
T&I	AC	AC003	Construction	AC0036009	Introduction to Construction	900

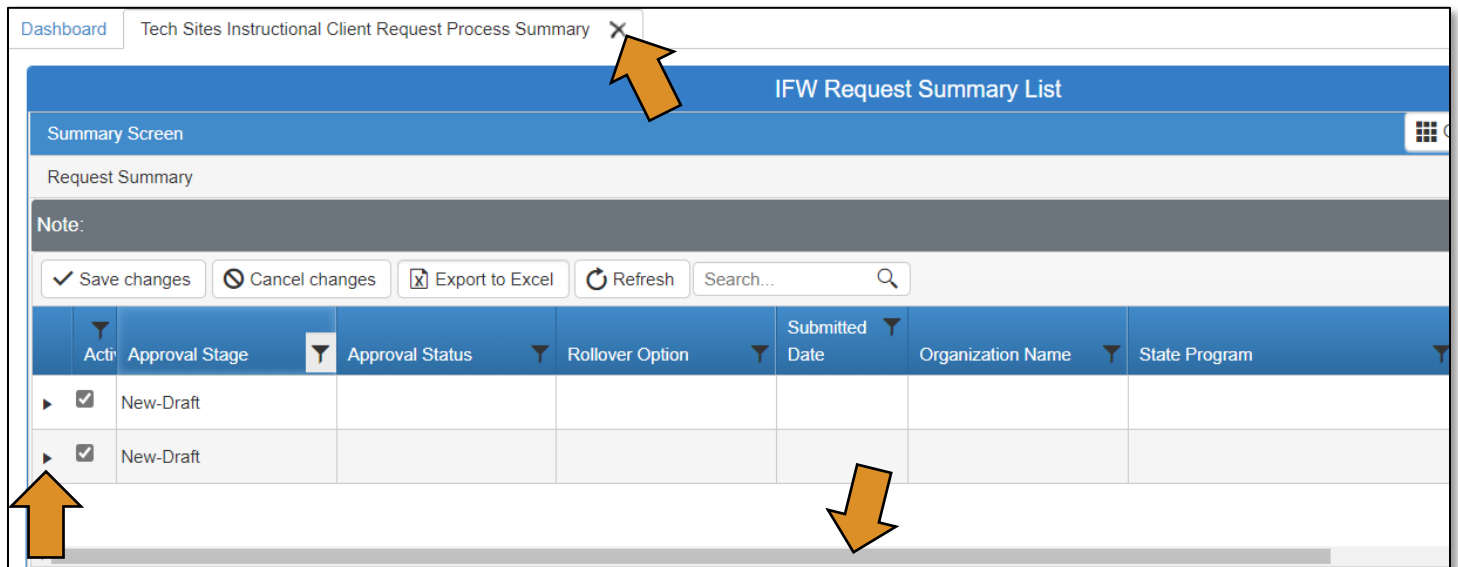
Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016005	Licensed Practical Nurse	1300
F&CS	HT	HT002	Lodging	HT0026000	Lodging	700
F&CS	HT	HT002	Lodging	HT0026002	Lodging Service Careers and Workforce Transition	300
F&CS	HT	HT002	Lodging	HT0026000	Lodging Services	700
BMITE	MK	MK001	Marketing Management And Entrepreneurship	MK0016001	Management	900
T&I	HM	HM004	Personal Care Services	HM0046004	MANICURIST/NAIL TECHNICIAN	600
T&I	HM	HM004	Personal Care Services	HM0046004	Manicurist/Nail Technology	800
T&I	MN	MN002	Production	MN0026001	Manual Machinist	580
T&I	MN	MN002	Production	MN0026001	Manual Machinist with CNC	600
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046001	Marine Repair Technology	900
BMITE	MK	MK004	Marketing Communications	MK0046000	Marketing Communications	900
T&I	AC	AC003	Construction	AC0036010	Masonry	900
T&I	HM	HM004	Personal Care Services	HM0040007	MASTER INSTRUCTOR	1000
T&I	MN	MN003	Maintenance, Installation & Repair	MN0036001	Mechatronics	900
Health	HL	HL002	Diagnostic Services	HL0016006	Medical Imaging	900
Health	HL	HL001	Therapeutic Services	HL0016022	Medical Services - E K G	700
Health	HL	HL001	Therapeutic Services	HL0016023	Medical Services - H U C	600
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services - Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services - Phlebotomy	900
Health	HL	HL001	Therapeutic Services	HL0016021	Medical Services-Medical Assisting	900
Health	HL	HL001	Therapeutic Services	HL0016024	Medical Services--Phlebotomy	900
T&I	TR	TR010	Medium/Heavy Diesel Truck Repair	TR0106000	Medium/Heavy Diesel Service	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076000	Metal Fabrication	600
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046002	Motorcycle Technology	900
BMITE	IT	IT003	Web And Digital Communications	IT0036004	Multimedia Technology	900
BMITE	IT	IT001	Network Systems	IT0016004	Network Support	900
BMITE	IT	IT001	Network Systems	IT0016005	Networking	1200

Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016026	Nursing Services - Advanced	800
Health	HL	HL001	Therapeutic Services	HL0016025	Nursing Services - C N A	600
Health	HL	HL001	Therapeutic Services	HL0016009	Occupational Therapy	1200
Health	HL	HL001	Therapeutic Services	HL0016010	Orthotic & Prosthetics	2000
Health	HL	HL001	Therapeutic Services	HL0016011	Paramedic	1200
Health	HL	HL001	Therapeutic Services	HL0016012	Pharmacy Services	600
Health	HL	HL001	Therapeutic Services	HL0016013	Physical Therapy Assistant	1200
T&I	TR	TR015	Logistics, Planning & Management Services	TR0156000	Pipeline Technology	900
T&I	AC	AC003	Construction	AC0036011	Plumbing	900
T&I	TR	TR004	Facility And Mobile Equipment Maintenance	TR0046003	Power Products	900
STEM	SC	SC001	Engineering And Technology	SC0016001	Pre-Engineering Program	480
STEM	SC	SC001	Engineering And Technology	SC0026010	Pre-Engineering Program - Advanced	960
T&I	AR	AR004	Printing Technology	AR0046001	Printing Technology	900
T&I	TR	TR001	Transportation Operations	TR0016000	Private Pilot	480
BMITE	IT	IT004	Programming And Software Development	IT0046000	Programming	900
Health	HL	HL002	Diagnostic Services	HL0026002	Radiologic Technologist	2300
Health	HL	HL001	Therapeutic Services	HL0016014	Rehabilitation Services	800
T&I	AC	AC003	Construction	AC0030006	RESIDENTIAL ELECTRICIANS ASSISTANT	480
Health	HL	HL001	Therapeutic Services	HL0016015	Respiratory Services	1400
T&I	TR	TR008	Automotive Service	TR0086001	Service Careers - Auto Care	120
F&CS	HT	HT001	Restaurant Food & Beverage Services	HT0016001	Service Careers Culinary Arts	400
T&I	AG	AG002	Plant And Soil Science	AG0026002	Service Careers Horticulture	750
T&I	AC	AC004	Maintenance/Operations	AC0046000	Service Careers Maintenance	725
T&I	AC	AC004	Maintenance/Operations	AC0040052	SERVICE CAREERS MAINTENANCE II	500
Health	HL	HL004	Support Services	HL0016016	Surgical Services	600
Health	HL	HL004	Support Services	HL0016017	Surgical Technologist	1000
F&CS	ED	ED003	Teaching/Training	ED0036000	Teaching/Training	800
T&I	TR	TR001	Transportation Operations	TR0016001	Truck Driver Training	200
Health	HL	HL001	Therapeutic Services	HL0016019	Veterinary Services	750

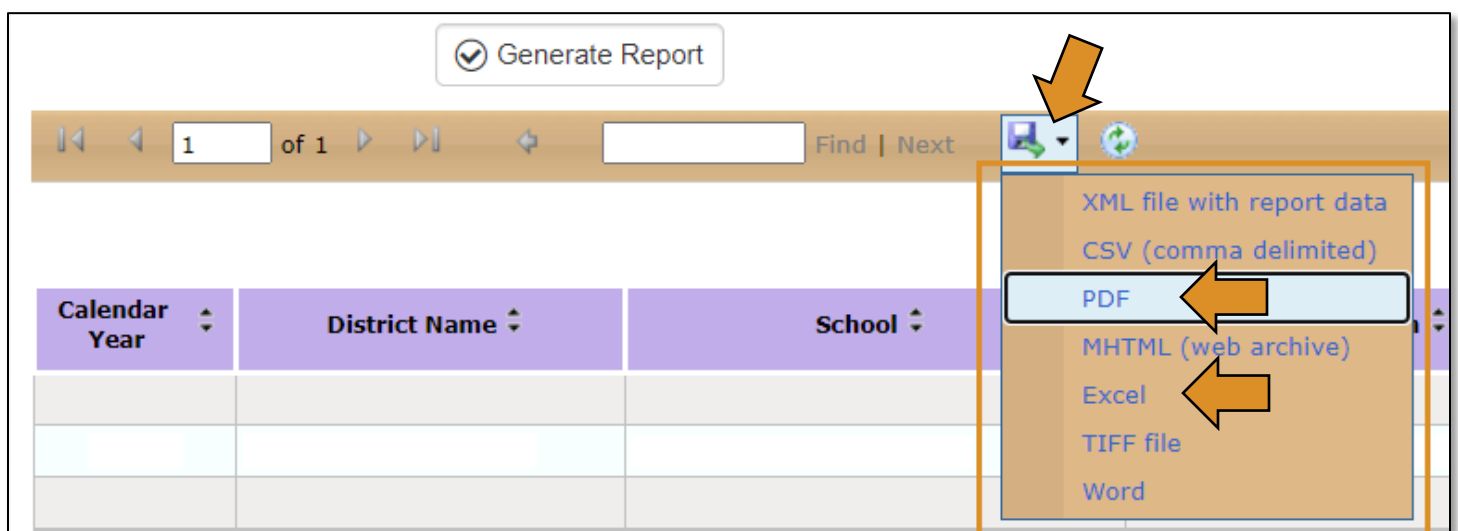
Division	Cluster	Pathway Code	Pathway Name	Program Code	State Program Name	Program Hours
Health	HL	HL001	Therapeutic Services	HL0016020	Vision Care Services	900
T&I	TR	TR003	Warehousing And Distribution Center Operations	TR0036001	Warehouse and Logistics	700
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development	900
T&I	AR	AR006	Visual Arts	AR0066004	Web Design and Development-AR	1050
BMITE	IT	IT003	Web And Digital Communications	IT0036005	Web Design and Development-IT	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076011	WELDING	900
T&I	AC	AC003	Construction	AC0036014	Welding-AC	900
T&I	MN	MN007	Welding And Metal Fabrication	MN0076001	Welding-MN	900

Helpful Tips

- There are scroll bars located at the bottom and right of some of the screens in CTIMS. If you cannot see all the information on a screen, go to the right or bottom of the screen and use the scroll bar to see navigate over to view additional columns and rows.
- There are tabs within screens in CTIMS. Look for these tabs to view a different screen or more information.
- Many sections in CTIMS can be expanded to view more detailed information by clicking on the arrow next to the section header or line (row).
- Hold down the Ctrl key and click on the + or – keys to zoom in or out.
- You can only have 10 tabs open at one time. To close tabs, click on the on the right side of the tab you wish to close, then confirm that you would like to close by clicking OK on the confirmation screen.



- Use the blue diskette icon to export a report or a summary review to a PDF or Excel.



Print the Detail Summary page on ONE page

- Click on Review Detail Summary.

Summary Review - Hierarchy

Division > Cluster > Pathway > State Program > Local Program > Course > CIP > SOC > Certification > Map PID List to each Local Program

Selection - School(s) - InsFrm-

Review Detail Summary

[Review Detail Summary](#)

Submit For Approval - Attach File(s)

Browse:

Attachment Note:

☒ Active/inactive file(s) ☒ Delete file(s)

- Click on Go to Detail of Local Program Request.

1 of 1 Find | Next

Summary of Local Program Current Request

Technology Center Approval Status: **Approved** InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007- MASTER INSTRUCTOR

[Go to Detail of Local Program Request](#) [Go to Approval Log Details](#)

State Program	State Pgm Code	State Prg Hours	State Program OCAS	Local Program	Local Prg Hours	Course Desc - OCAS	Course Hours
MASTER INSTRUCTOR	HM0040007	1000.00	9478, 9488	MASTER INSTRUCTOR	1000.00	Law, Beauty School Management, And Record Keeping -	90.00
						Orientation And Review Of Cosmetology Curriculum -	60.00
						Course Outline And Development -	330.00
						Introduction To Teaching -	120.00
						Practice Teaching In The Classroom And Clinic -	250.00
						Teaching And Assisting In The Classroom And Clinic -	150.00
						Total	1000.00

- Click on the blue disc and click on Excel.

1 of 1 Find | Next

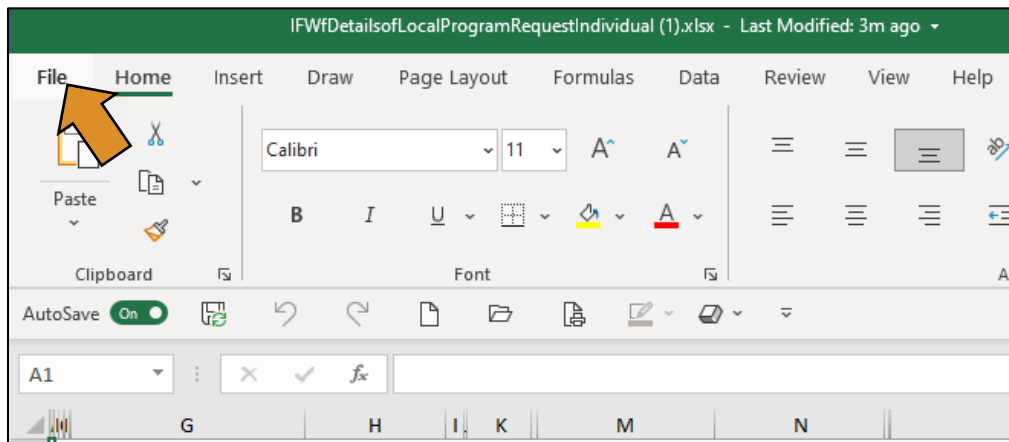
Details of Local P

Technology Center Status: **Approved** InsFrm- -TCSKSTPROG-478BC2D00057-006-HM-HM004-HM0040007-

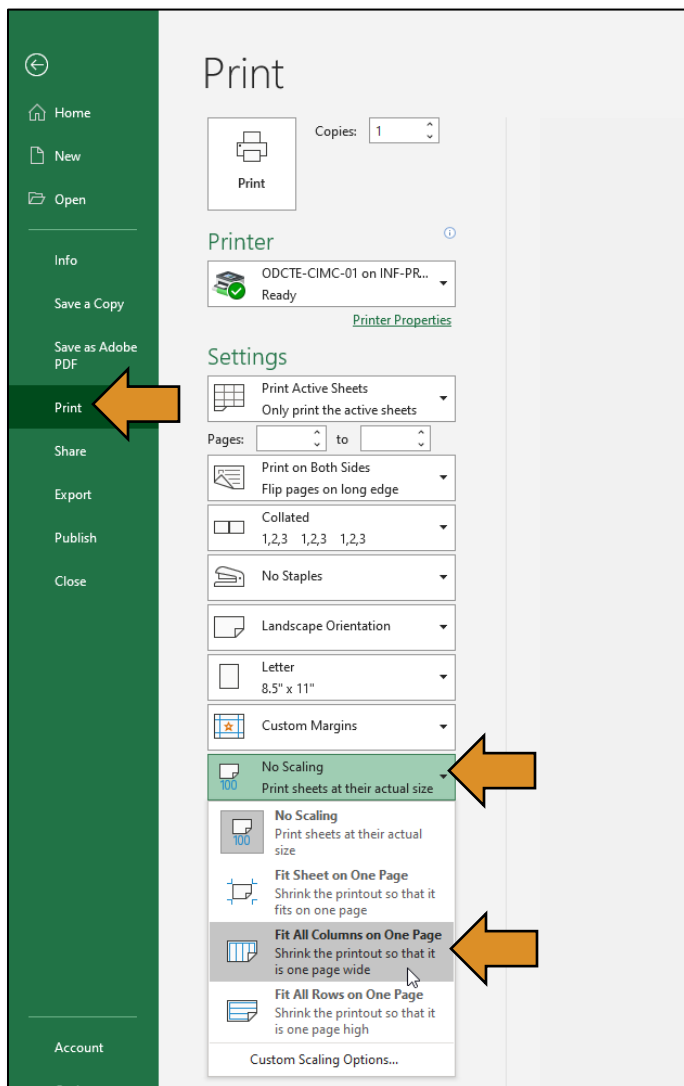
State Program	Local P	CIP
State Program Code HM0040007	Local Program Name INSTRUCTOR	3 - Cosmetology, Barber/Styling, and Nail Instructor
State Program Name MASTER INSTRUCTOR	Technology Center Program Name MASTER INSTRUCTOR	
State Program Hours 1000.00	Will Federal Student Aid be offered Yes	
OCAS Subject Code 9478, 9488	Will VA funding GI Bill be offered No	
	Will Distance Education be offered for this program No	
	Will the instruction be delivered using a percentage of distance education No	

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

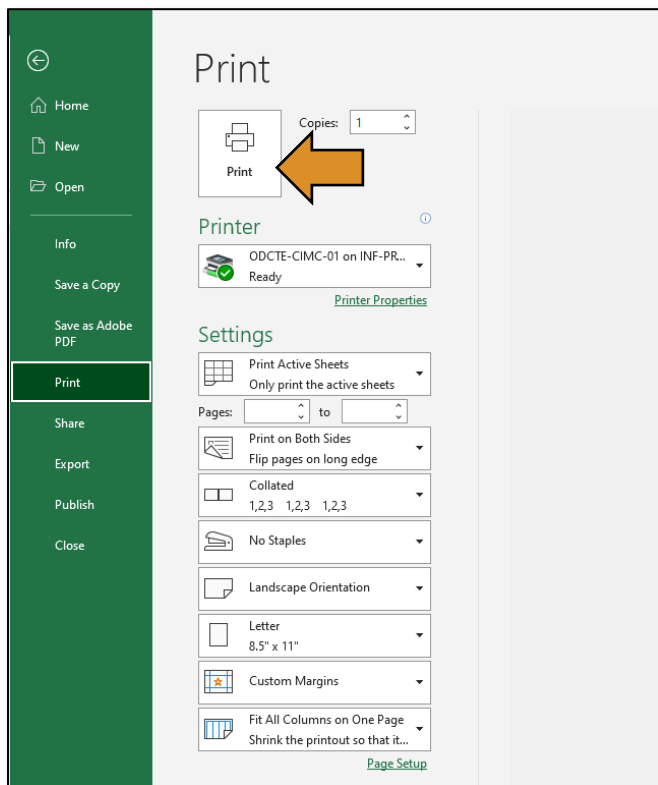
- Open the excel spreadsheet.
 - Click the **File** tab.



- Click on the **No Scaling** drop-down box.
- Click **Fit All Columns on One Page**.



- Click **Print**.



- **If you change the paper to *Legal* size – the chart will be bigger and easier to see.